



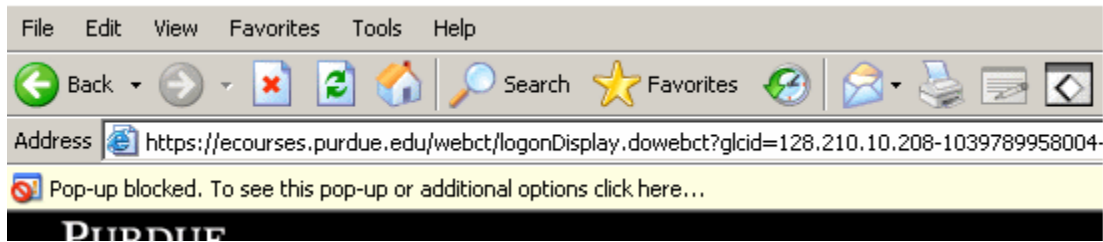
COMMON MANAGEMENT SYSTEM

HOW TO PERMIT POP-UPS

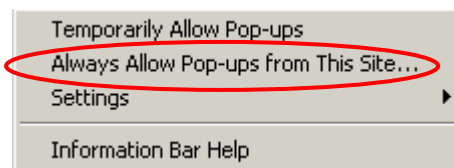
QUICK REFERENCE GUIDE

Most browsers are configured **not** to permit pop-ups, since they can be dangerous (Wikipedia describes some of the issues with pop-ups here: http://en.wikipedia.org/wiki/Pop-up_ad). However, some processes in PeopleSoft require you to permit a pop-up.

When a pop-up attempts to load, **both Firefox and Internet Explorer** will insert a pale yellow bar:



If this is a pop-up you wish to allow -- for example, an Excel document generated by PeopleSoft -- click on the yellow bar; you will then see this menu:



Select **Always Allow Pop-ups from This Site. . .**

It is best not to override your browser's pop-up blocker for all pop-ups because so many of them are able to damage your computer.