

**NOTE**: The browser settings shown in this document do not prevent the security banner pop-up message from displaying at the bottom of the browser window when launching a SAPGUI client from the browser. End-users will need to click the *Open* button on the prompt to proceed.

Welcome:						Help	Log off
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If your home computer does not meet the following minimum requirements, we cannot guarantee you will be able to access the Integrated HR-Payroll System (formerly BEACON):

# Personal Computer (PC) Minimum Requirements

- Personal computer (PC) with an Intel Pentium-compatible 1+ gigahertz (GHz) processor
- Memory: 1 gigabyte (GB) of RAM
- Hard disk: 1 gigabyte (GB) of available hard disk space

#### PC Software

- Operating Systems: Windows 10
- Acrobat Reader: X, XI, DC
- Supported Browsers:

Fiori:

- Windows Microsoft Edge (Chromium)
- Android Google Chrome
- IOS Safari

#### Portal:

• Windows – Microsoft Edge (Chromium)

Note: The following information is meant to help you gain access to the Integrated HR–Payroll System (formerly BEACON) using your home computer. If you have reservations about making adjustments to your home computer, then we suggest you attempt to gain access to the Integrated HR–Payroll System through a state-owned computer, which should already be properly configured. Please make sure to always protect your Microsoft Sign-in password.

### Microsoft Edge – PDF Setting:

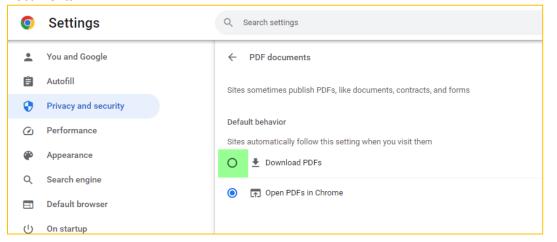
Settings  $\rightarrow$  Cookies and site permissions  $\rightarrow$  PDF Documents

Settings	Site permissions / PDF documents
Q Search settings	Always download PDF files
Profiles	Download PDF files to your device. If Microsoft Edge is your default PDF reader, PDF files will open automatically without downloading.
Privacy, search, and services	
Appearance	PDF view settings
🗇 Sidebar	Open PDFs to last viewed location when you reopen files
Start, home, and new tabs	
🖄 Share, copy and paste	
Gookies and site permissions	
Default browser	
CO Family	



# **Google Chrome – PDF Setting:**

Settings  $\rightarrow$  Privacy & security  $\rightarrow$  Site Settings  $\rightarrow$  Content  $\rightarrow$  Additional content and settings  $\rightarrow$  PDF Documents





### ADOBE READER SETTINGS:

- 1. Close all browsers
- 2. Open the Adobe Reader DC (Start  $\rightarrow$  All Programs  $\rightarrow$  Adobe Reader)
- 3. Click on Edit  $\rightarrow$  Preferences  $\rightarrow$  Documents

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4. Uncheck the "Allow documents to hide the menu bar, toolbars, and window controls" checkbox:

Preferences	×					
Categories:	Open Settings					
Commenting	Restore last view settings when reopening documents					
Documents	Open cross-document links in same window					
Full Screen	✓ Allow layer state to be set by user information					
General	Allow documents to hide the menu bar, toolbars, and window controls					
Page Display						
3D & Multimedia Accessibility Adobe Online Services Email Accounts	Documents in recently used list: 5					
Forms	Save Settings					
Identity	_					
Internet	✓ Automatically save document changes to temporary file every: 5 minutes (1-99)					
JavaScript	☑ Save As optimizes for Fast Web View					
Language						
Measuring (2D) Measuring (3D)	PDF/A View Mode					
Measuring (Geo)	View documents in PDF/A mode: Only for PDF/A documents					
Multimedia (legacy)	View documents in PDF/A mode:					
Multimedia Trust (legacy)						
Reading						
Reviewing Search						
Security						
Security (Enhanced)						
Signatures						
Spelling						
Tracker						
Trust Manager Units						
Updater						
	OK Cancel					



5. Click on the "Internet" option and uncheck the *Display in Read Mode by default* checkbox:

Preferences		x
Categories:	Web Browser Options Use your browser to control viewing of PDF documents directly in the browser using Adobe Reader	
Commenting Documents	or Adobe Acrobat. The following Adobe product is currently available for use by browsers:	
Full Screen General	C:\Program Files (x86)\Adobe\Reader 11.0\Reader\AcroRd32.exe	
Page Display		
3D & Multimedia Accessibility	How to set up your browser to use Adobe products to view PDF documents	
Adobe Online Services Email Accounts	Display in Read Mode by default	
Forms	Allow fast web view	
Identity Internet	Allow speculative downloading in the background	
JavaScript		
Language	Internet Options	
Measuring (2D)	Connection speed: 56 Kbps 👻	
Measuring (3D)	Connection speed: 56 Kbps 👻	
Measuring (Geo)		
Multimedia (legacy)		
Multimedia Trust (legacy)		
Reading		
Reviewing		
Search	Internet Settings	
Security		
Security (Enhanced)		
Signatures		
Spelling Tracker		
Trust Manager		
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6. Click **OK** when done. Open a browser, login to the Integrated HR–Payroll System (formerly BEACON portal) and verify that the pay statement displays correctly.