

## Keep 'How to' instructions visible while you work in Oracle

This How To document gives an overview of the steps to keep 'How to' instructions open while you working in Oracle Financials.

### Using this How To document

Text in **bold** identifies form/window titles, field or button names, or text to be input

Text in *italic* identifies an area of a window or a tabbed region name

[Text] indicates where your own department/name should be inserted

'How to' instructions are designed to be viewed on screen in a mode called 'Do it'. They can be resized and moved out of the way while the Live Oracle Financials system is being used. You are able to swap between the 'Do it' and the Live system easily, with the 'Do it' providing process guidance, if required. It is possible to print these guides, but these can become out-of-date very quickly.

To keep the 'Do it' visible on screen while you are working in the Live Oracle system, ensure that your Internet Explorer browser has the following two settings.

In Internet Explorer, go to **Tools > Internet Options > Security** tab > **Trusted Sites**:

1. click on the **Custom level** button;
2. scroll down to '**Allow script-initiated windows without size or position constraints**' (usually about half way down) and select the **Enable** button;
3. click **OK**.

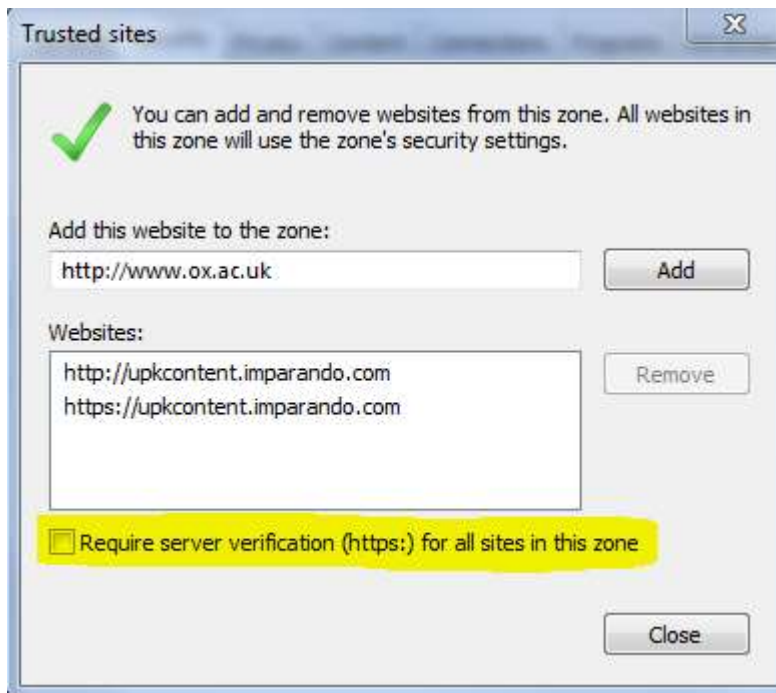
If the instructions still do not display properly, please also follow these steps:

Go to **Tools > Internet Options > Security** tab > **Trusted Sites**:

1. click on the **Sites** button;
2. ensure both of the following are showing, or add them to the box if they are not:

<http://upkcontent.imparando.com>

<https://upkcontent.imparando.com>



**NB:** it might be necessary to untick the 'Require server verification (https: ) for all sites in this zone' box to be able to add both of the website addresses.