Step-By-Step Guide to Set-up Your Machine to View BDM Searchable Journal Vouchers in Internet Explorer 11.0

## Step 1: Adobe Installation (Reader, Flash Player, Air and Shockwave Player)

First, you need to select an internet browser. I am using Internet Explorer, but most internet browsers should work. You should be aware that the following downloads are going to be shown through Internet Explorer, and if you choose to use a separate browser, the steps may differ slightly.
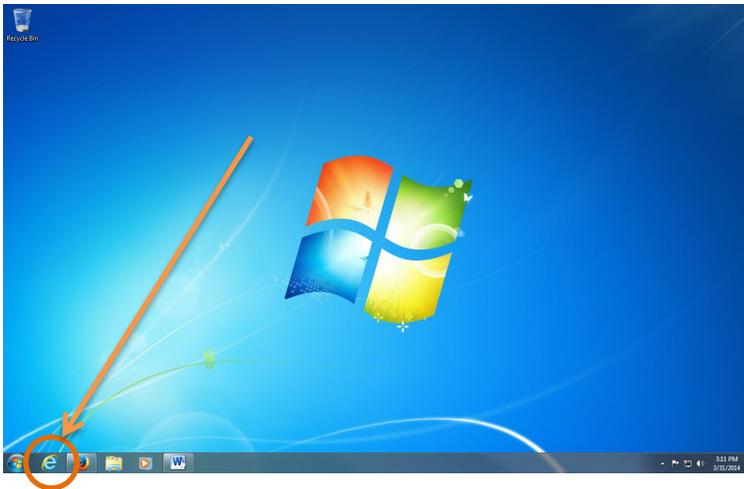
In the navigation bar at the top of the internet browser, enter the following web address: adobe.com. Or click on the following link: http://www.adobe.com/downloads.html
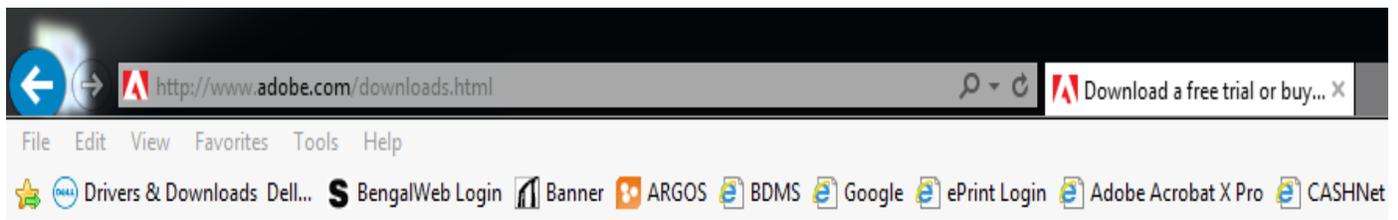
Once you have entered the web address it will bring you to Adobe's Downloads page. There are four downloads on the right hand side that you are going to need to download. They are Adobe Reader, Adobe Flash Player, Adobe AIR, and Adobe Shockwave Player.
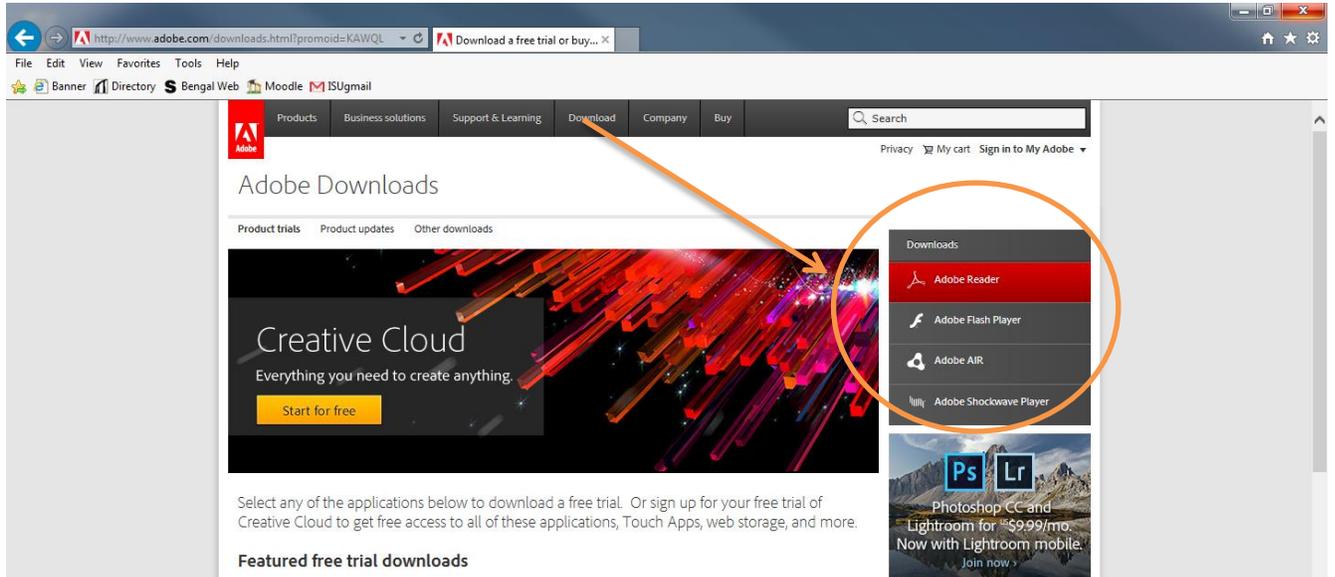
We will start with Adobe Reader. First, you need to click on the box that says Adobe Reader. This link will take you to the following page. Once here you need to UNCHECK both boxes that ask you to install the **Optional Offer**, then click on the button that says **Install Now.**
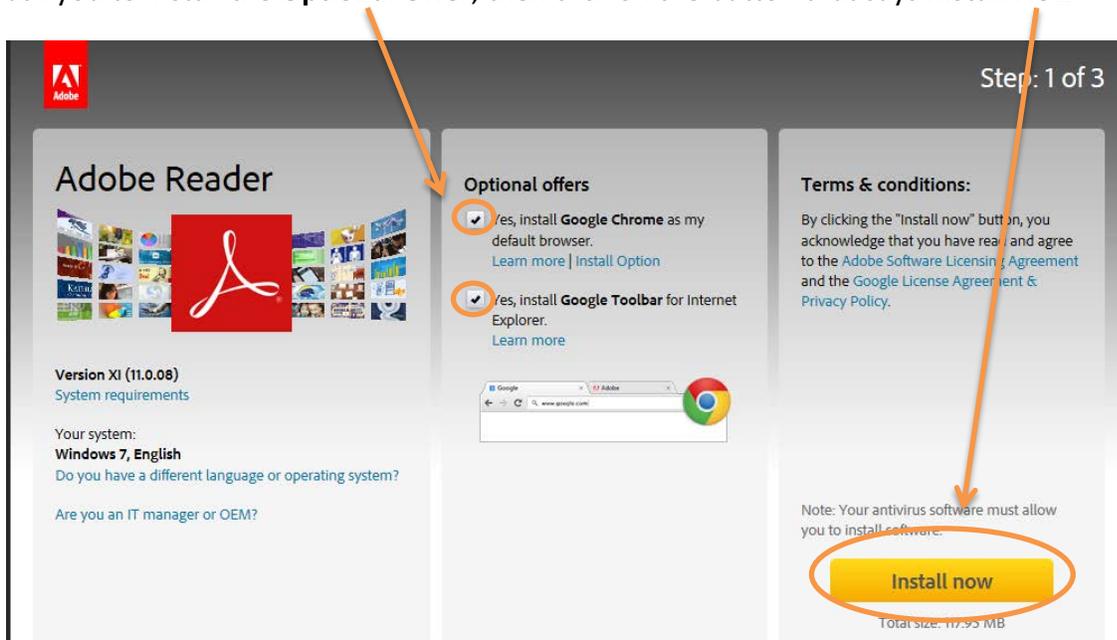
After you have selected the **Save File** option, the file will be sent to the bottom of your browser. You need to then click the **Save button.**
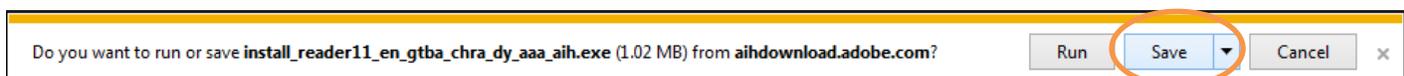
After you have selected the **Save** button, you need to select the **Run** button.

Next, you need to allow your computer to download Adobe. Another box will pop up, and you need to click the **Yes button**. By clicking yes, you are allowing your computer to download Adobe.
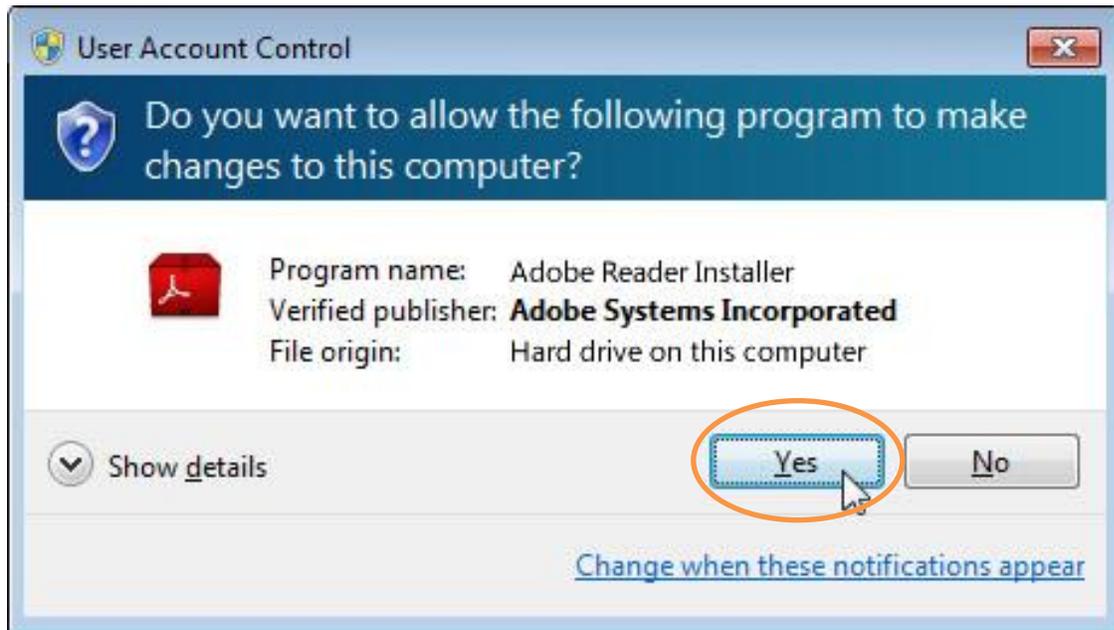
Once you have clicked Yes, and allowed your computer to download Adobe Reader, the Adobe Reader Installer box will pop up on your screen. In this window you need to select the **Next button** in the bottom right corner.
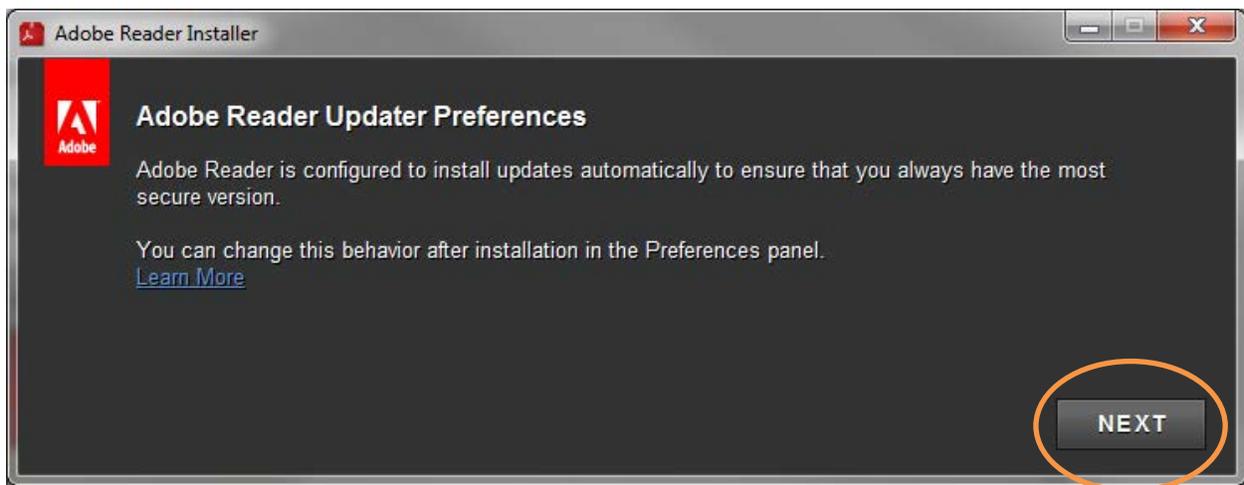

After you click the **Next button**, it might take a few seconds or minutes, depending on the speed of your computer and internet, but another window similar to the last will pop up and the installation process will begin. After it has completed 100% of the download you can hit the **Finish button**, and Adobe Reader has been installed on your computer.
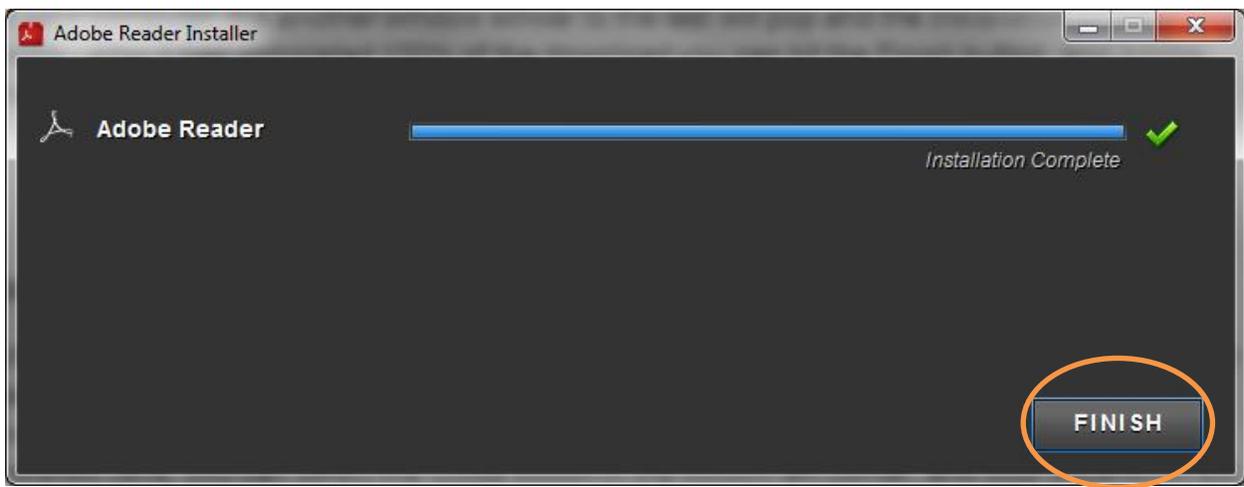
Now that you have installed Adobe Reader, you still need to Download Adobe Flash Player, Adobe Air, and Adobe Shockwave Player. Repeat and follow the same process for each of these downloads.

Step 2: JAVA Installation

Just as before, you need to open up an internet browser. I am going to be using **Internet Explorer** to download Java.
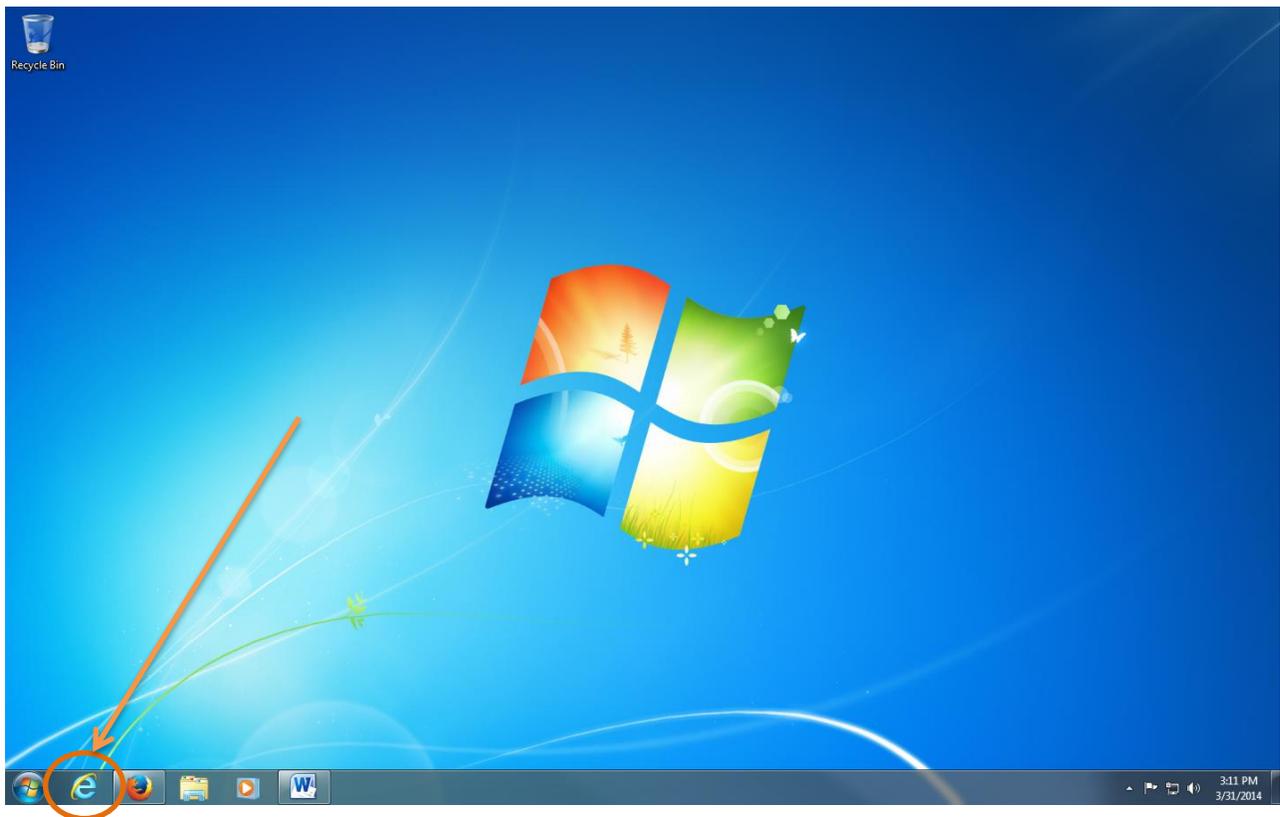
In the navigation bar at the top of the internet browser, enter the following web address: java.com. Or click on the following link: http://java.com/en/
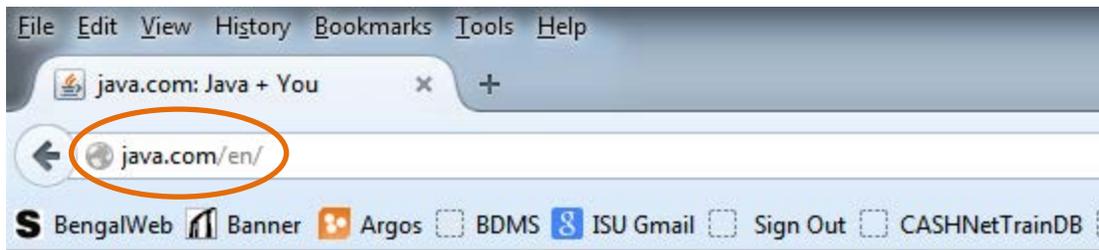
Once you have entered the web address it will bring you to Java's homepage. You will then need to click on the link that says **Free Java Download**.

Once you click on the link that says **Free Java Download** it will bring you to the following web page. You then need to click on the link that says **Agree and Start Free Download**.
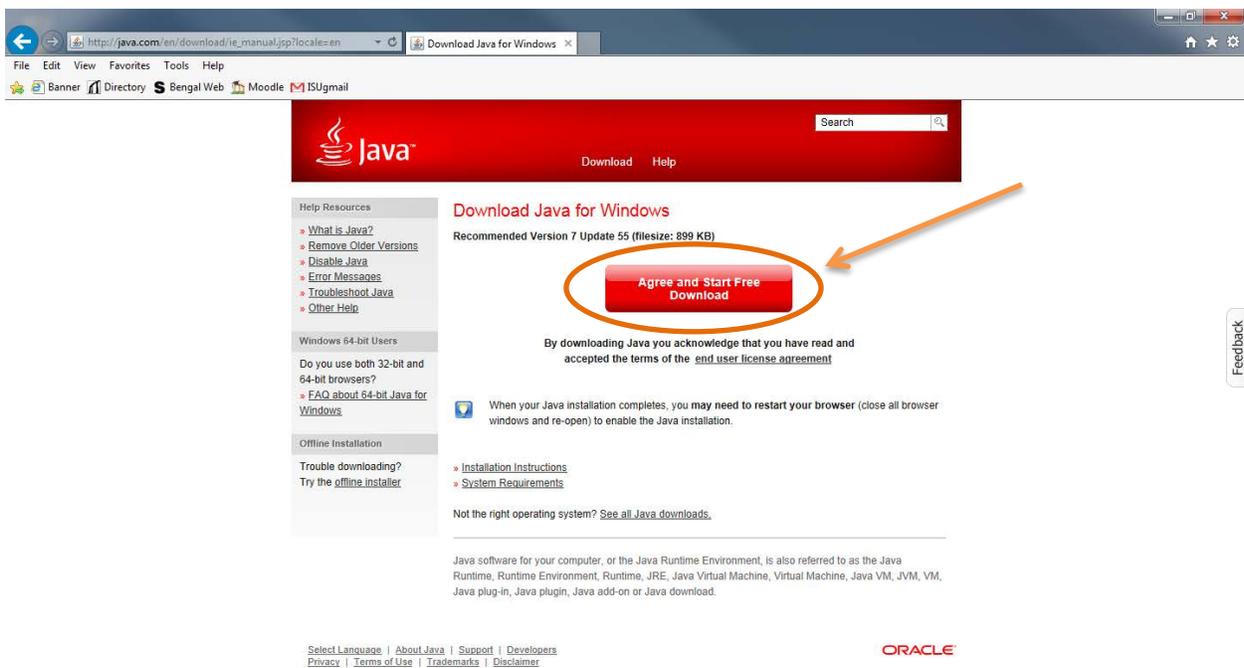
Once you have clicked on the link that says Agree and Start Free Download, the file will be sent to the bottom of your screen. You need to select the **Save button.**

Do you want to run or save **JavaSetup7u55.com** (899 KB) from **sdlc-esd.sun.com**?   Run   Save ▼   Cancel   ✕

After you have selected the **Save** button, you need to select the **Run** button.

The JavaSetup7u55.com download has completed.   Run   Open folder   View downloads   ✕

After you have selected the **Run button**, you need to allow your computer to download Java. Another box will pop up, and you need to click the **Yes button**. By clicking yes, you are allowing your computer to download Java.

User Account Control   ✕

Do you want to allow the following program to make changes to this computer?

Program name: Java(TM) SE Runtime Environment 6.0 Update 27
Verified publisher: **Sun Microsystems, Inc.**
File origin: Hard drive on this computer

⌄ Show details   Yes   No

Change when these notifications appear
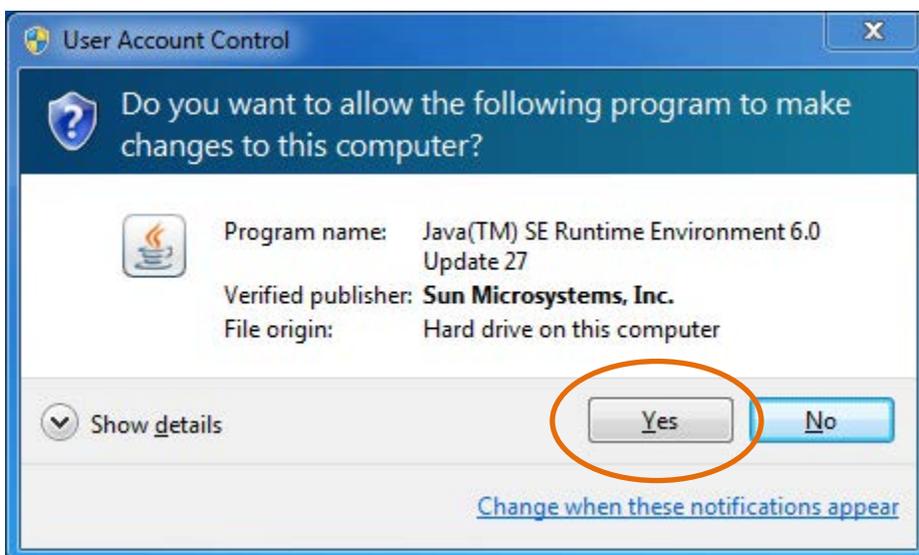
Once you have clicked **Yes**, and allowed your computer to download Java, the Java Setup box will pop up on your screen. In this window you need to select the **Install button** in the bottom right corner.
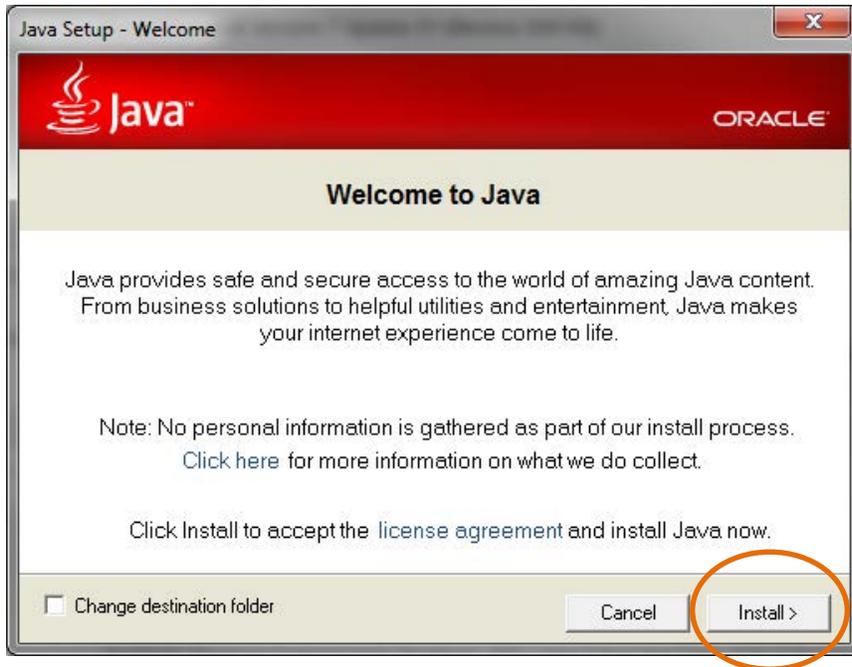
After you click the **Install button**, it might take a few seconds or minutes, depending on the speed of your computer, but another window similar to the last will pop up asking if you want to install a free browser add-on. Make sure that both boxes are **UNCHECKED** before continuing. After you have **UNCHECKED** both boxes you can go ahead and click on the **Next button.**
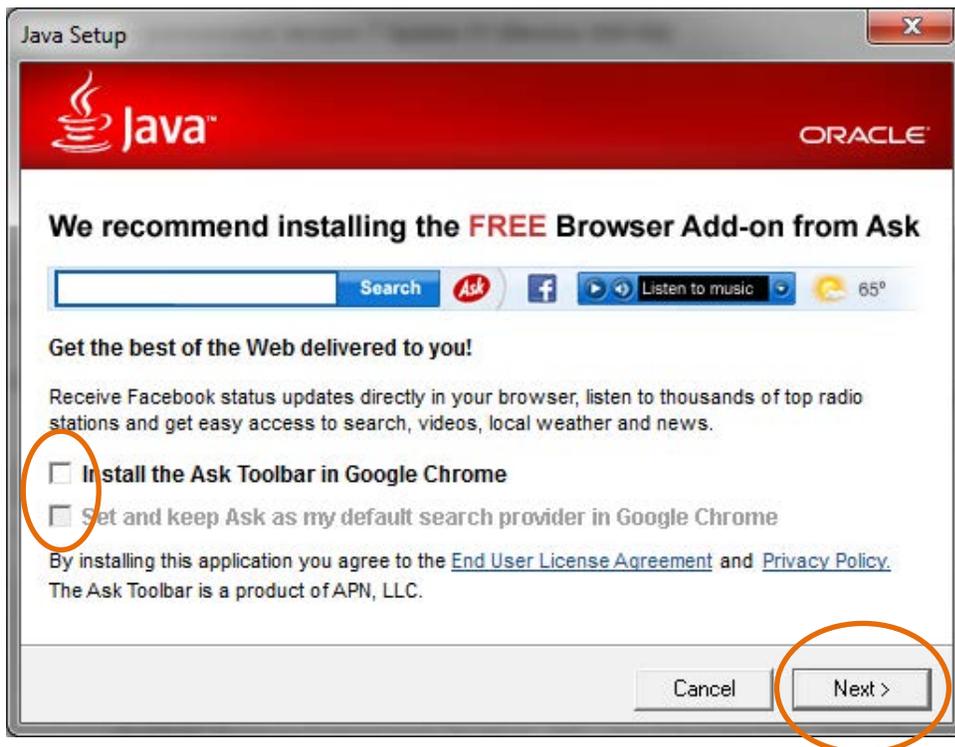
After you have selected the **Next button**, Java will start to install. The installation process should take a few minutes. You will see the following windows pop up on your screen. It will install everything for you. Once you have reached the window that states that you have successfully installed Java, you can select the **Close button** in the bottom right corner, and your installation will be complete.
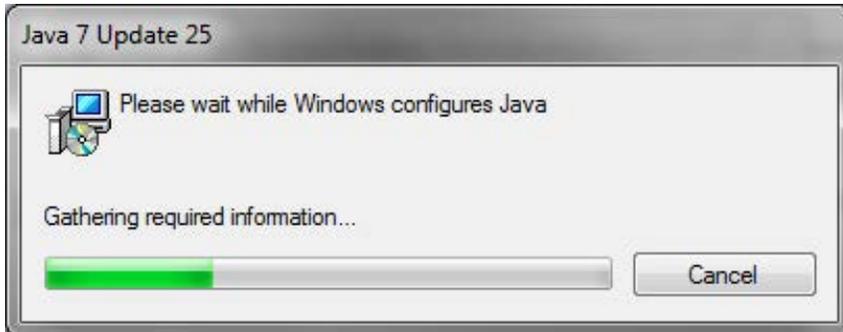
Step3: Uninstalling Old Java Files:

Now that you have installed the newest version of Java on your computer, we need to identify any older versions of Java and uninstall them from your computer. To do this you can follow the following link, or type it into the navigation bar of your **Internet Explorer browser**. http://java.com/en/download/installed.jsp

Once you have followed the link you need to select the **Agree and Continue button**.

After selecting the **Agree and Continue** button, it will automatically detect if you have any out-of-date versions of Java on your computer.

Step 4: Setting up Java Security Settings

You are almost finished. Now you have to go into the security settings of Java, and allow websites like BDM and Banner to use Java. You first select the **Start Menu** in the bottom left corner of your screen. Next, you will need to select the **Control Panel** option.
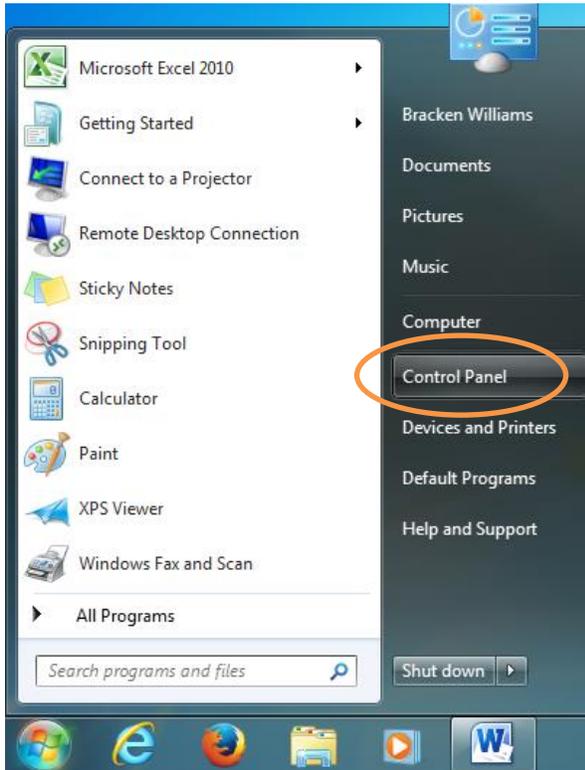
Once you select the **Control Panel** option the following window will open. You are going to want to change this screen by selecting **Small icons** in the **Category** drop down at the right of this new window.
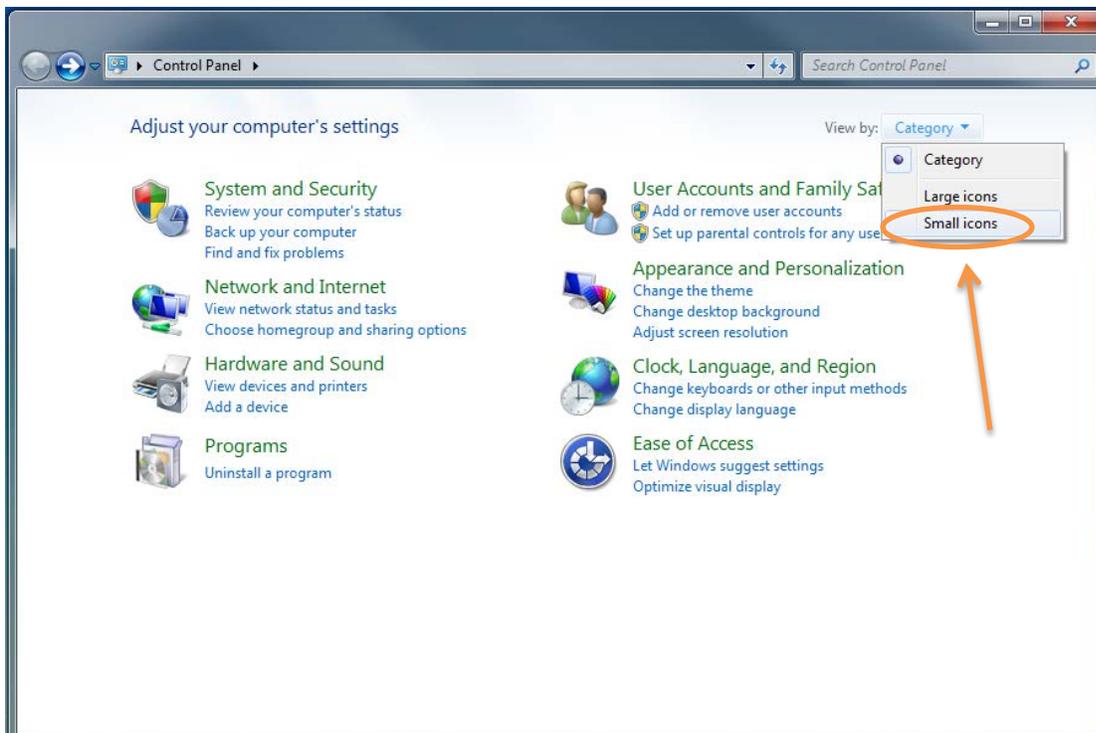
Now the contents of the window will change. You will see a lot more options than before. You will want to select the **Java** link in this window.
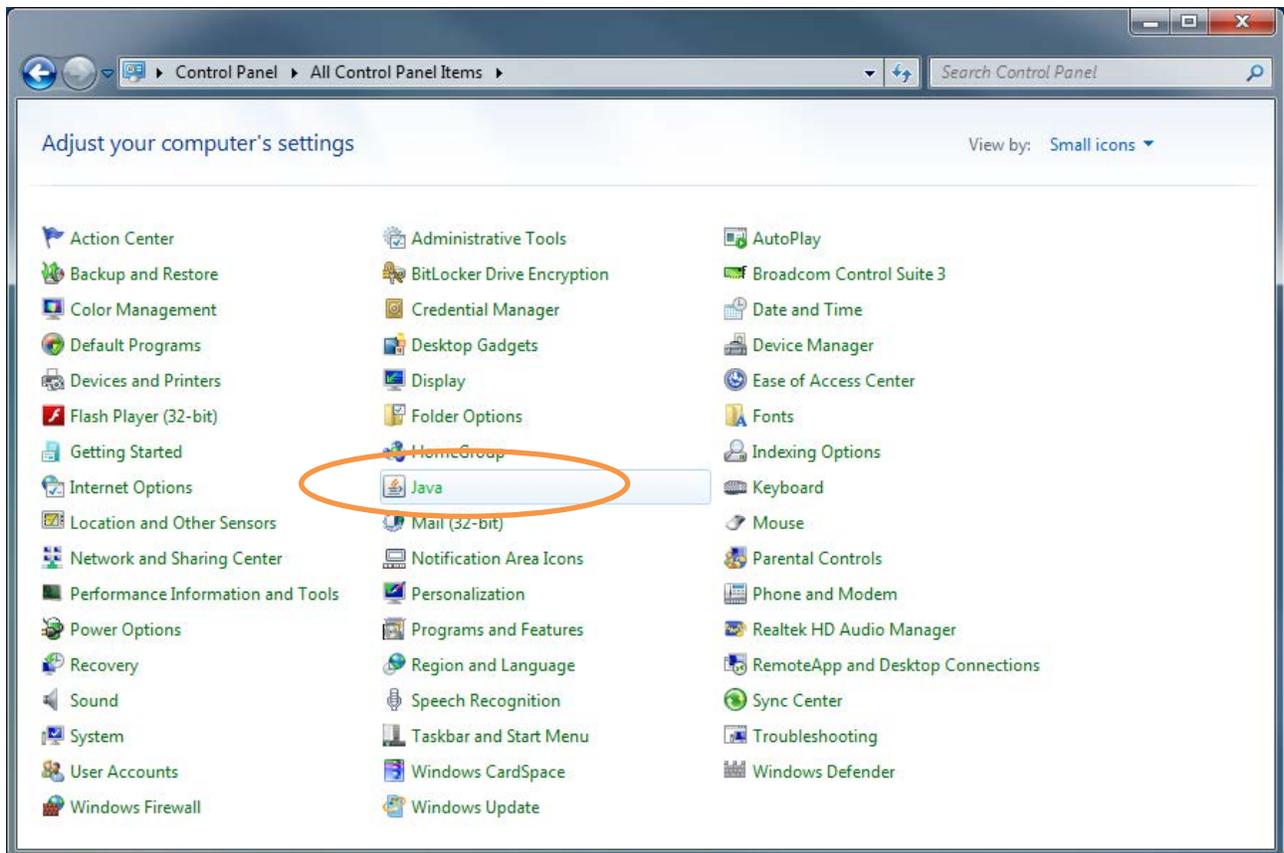
Once you select the **Java** link the following window will pop up. In this new window you want to select the tab at the top that states **Security**.
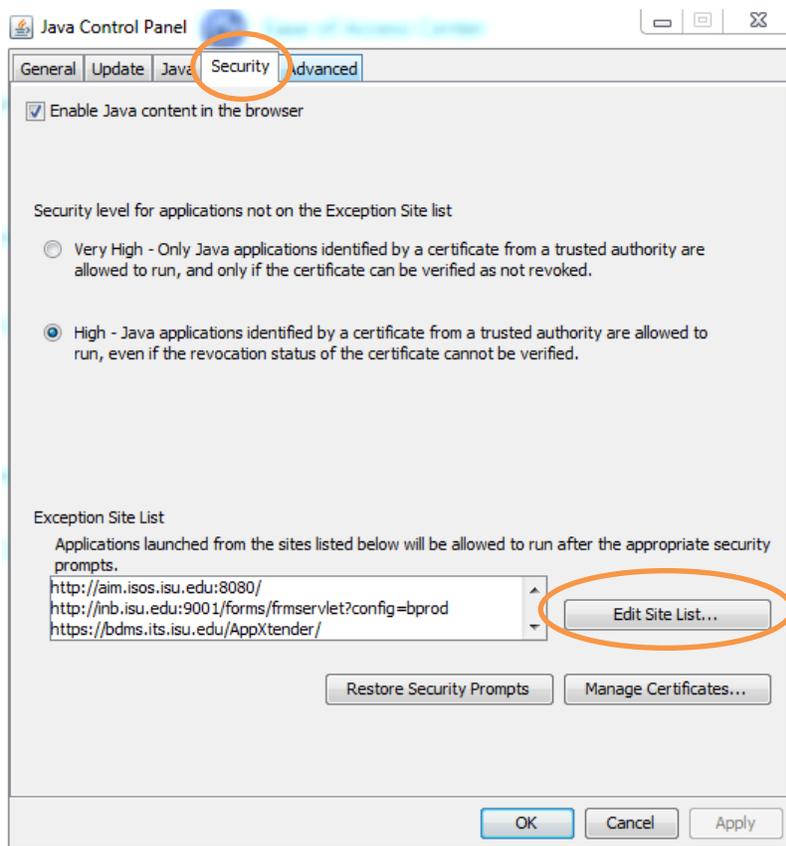
Certain websites such as BDM, Banner, and Argos use Java to run their programs. In order for these sites to run properly, you are going to need to add them to the **Exception Site List** in the **Security Tab**. To do that, first click on **the Edit Site List button** and then click on **Add button.**
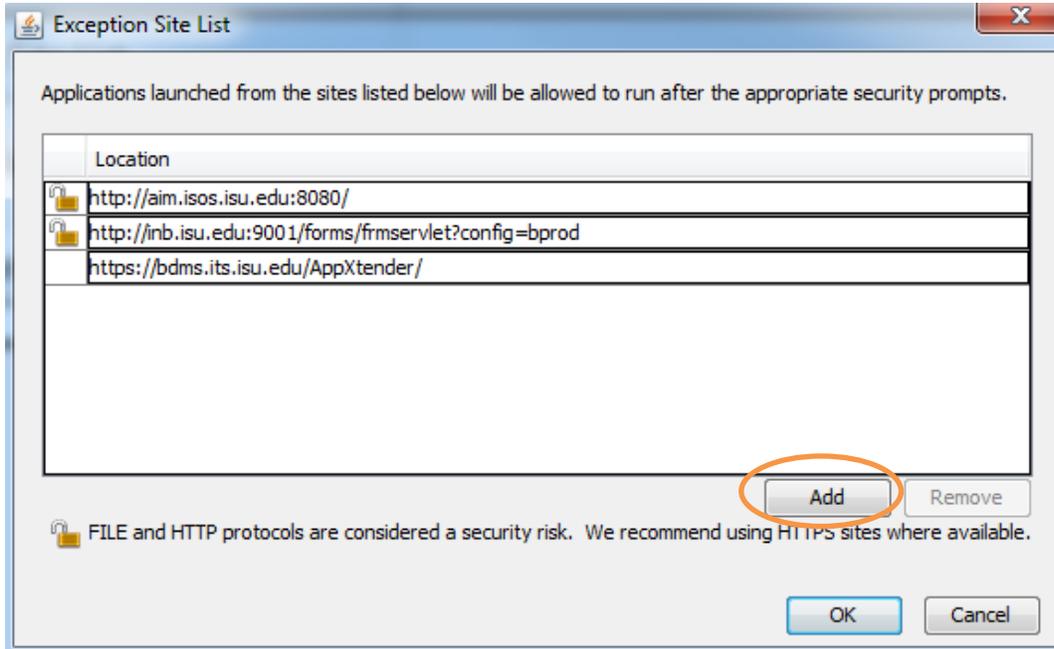
After you click the **Add button,** an empty text box will appear at the bottom of the list. Go ahead and click on the empty text box, and enter the (BDM, BANNER, or ARGOS) link in the text box.
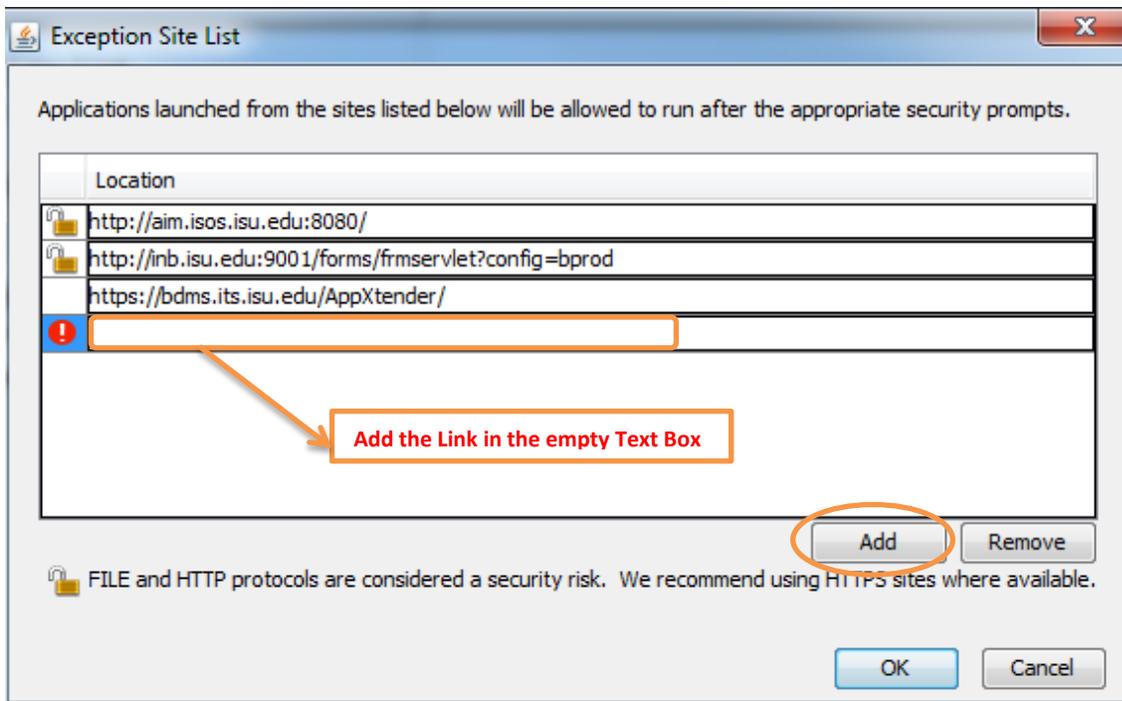
After you enter the link in the empty text box, click the **Add button** one more time, a pop-up security window will appear to confirm, now click the **Continue button** to add that link to the **Exception Site List.**
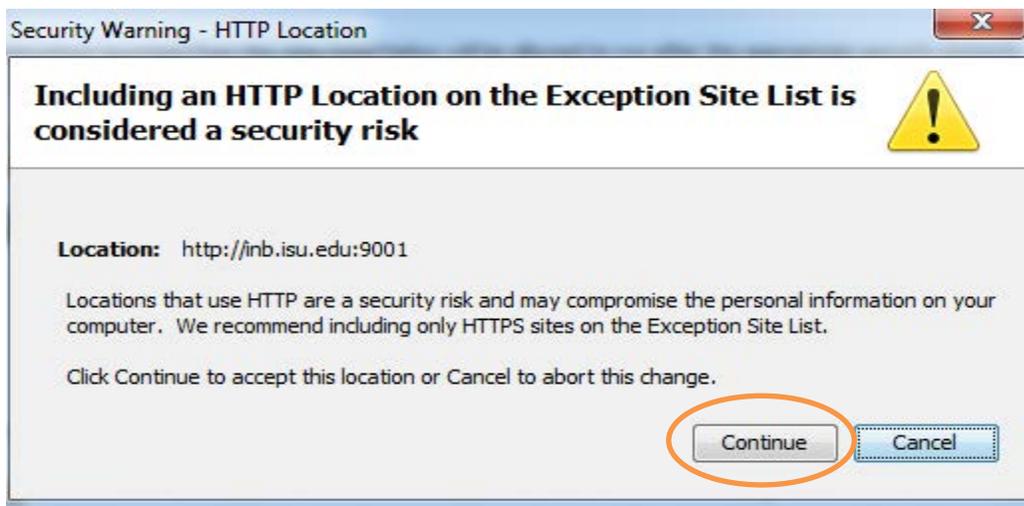
If there aren't any web links already in the **Exception Site List**, you can click on the **Add button** to the right and add the web links in the empty text boxes.

Below are some of the web links that use Java. You need to add whichever of these links you use to the Exception Site List.

Banner:
http://inb.isu.edu:9001/forms/frmservlet?config=bprod

Argos:
http://aim.isos.isu.edu:8080/

BDM:
https://bdms.its.isu.edu/AppXtender/

Step 5: Removing Old Java Internet Files (Cache, Cookies, Applications and Applets)

After you added the **Security** settings, click on the **General Tab** at the top left corner of the **Java Control Panel** and then click on the **Settings button** under the **Temporary Internet Files.**
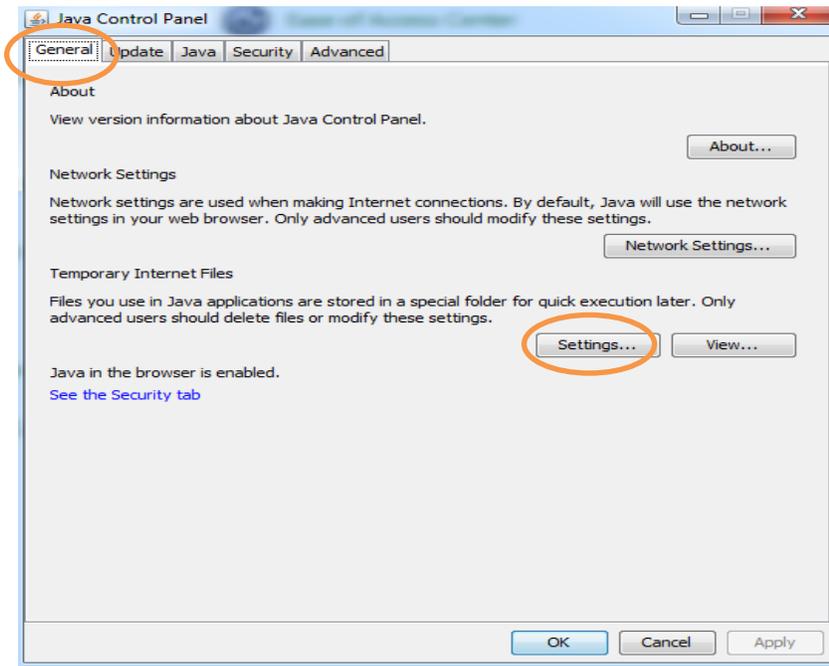
After you click on the Settings button, the **Temporary Internet Files window** will pop-up. In that window, make sure that the **Keep temporary files on my computer** check box is checked. And then click on the **Delete Files button.**
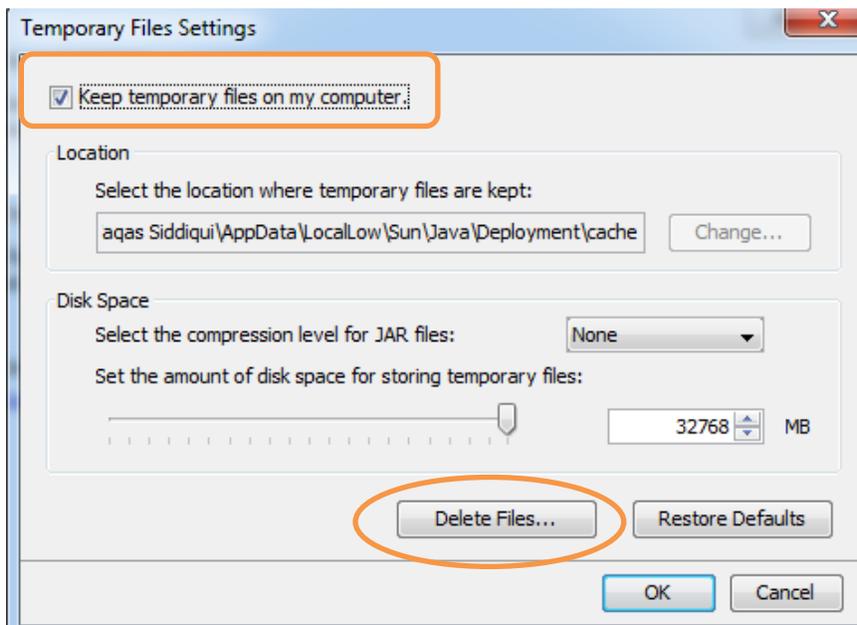
In the **Delete Files and Applications** window, make sure all three check boxes are checked. After that click the **OK button** to finish the process. This process will delete all old Java files (Cache, Cookies, Applications and Applets) on your machine.
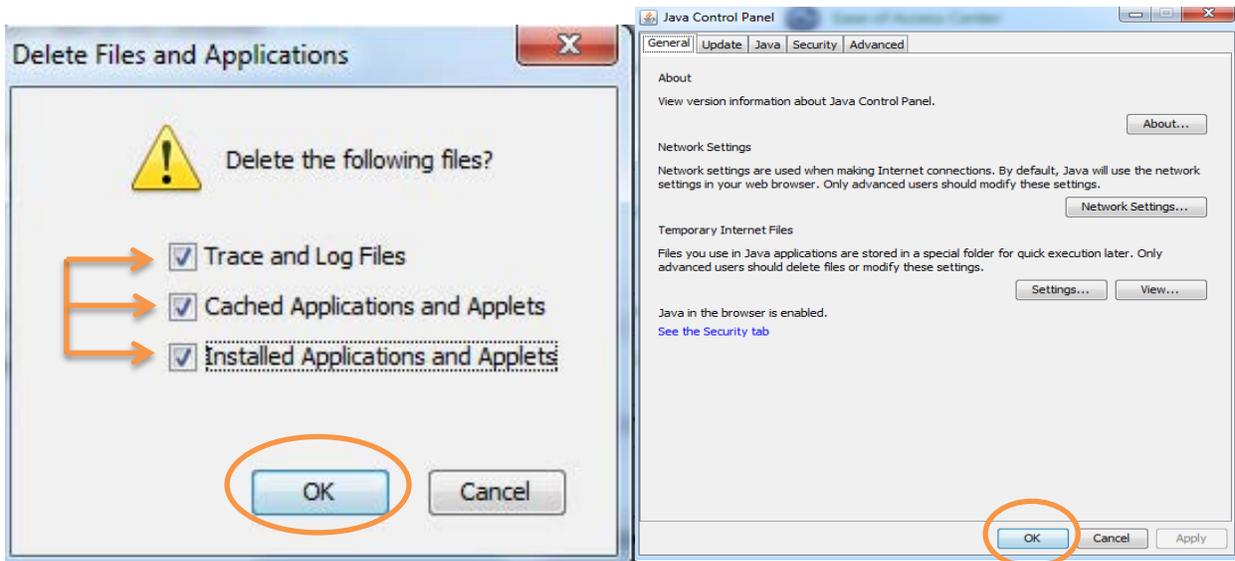
Step 6: Modify Internet Explorer Compatibility Settings:

In this step, we will be modifying the Internet Explorer Compatibility settings, which will ensure full functionality of **Banner Document Management (BDM)**. First open Internet Explorer. Then click on the Tools tab at the top of the page.

Once you have opened the **Tools** tab you need to select the **Compatibility View Settings** option.
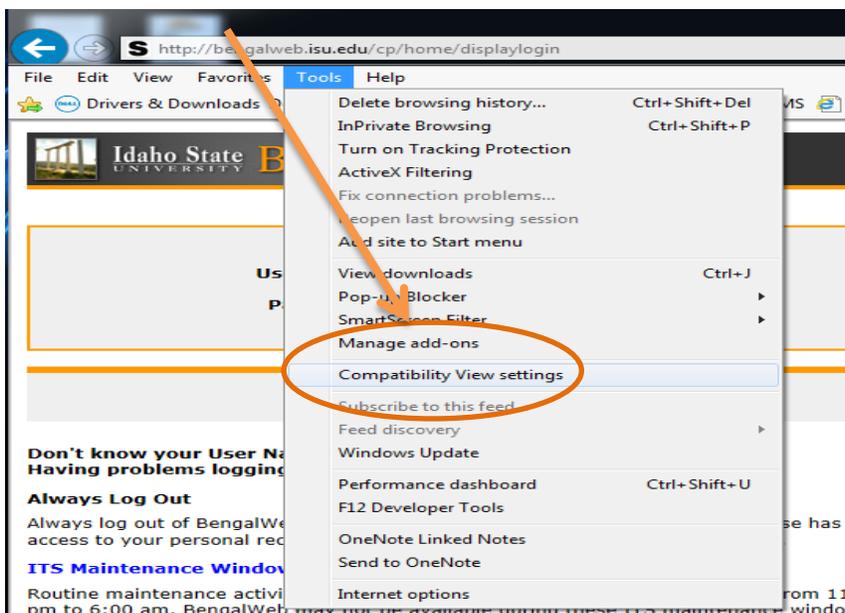
After the **Compatibility View Settings** have been selected, the following window will pop up. You now need to add the BDM link to this window. To do that paste the following link in the **Add this website** box and then select the **Add button** just to the right of the box. After that click **Close button** to finish the process

BDM Link:

https://bdms.its.isu.edu/AppXtender
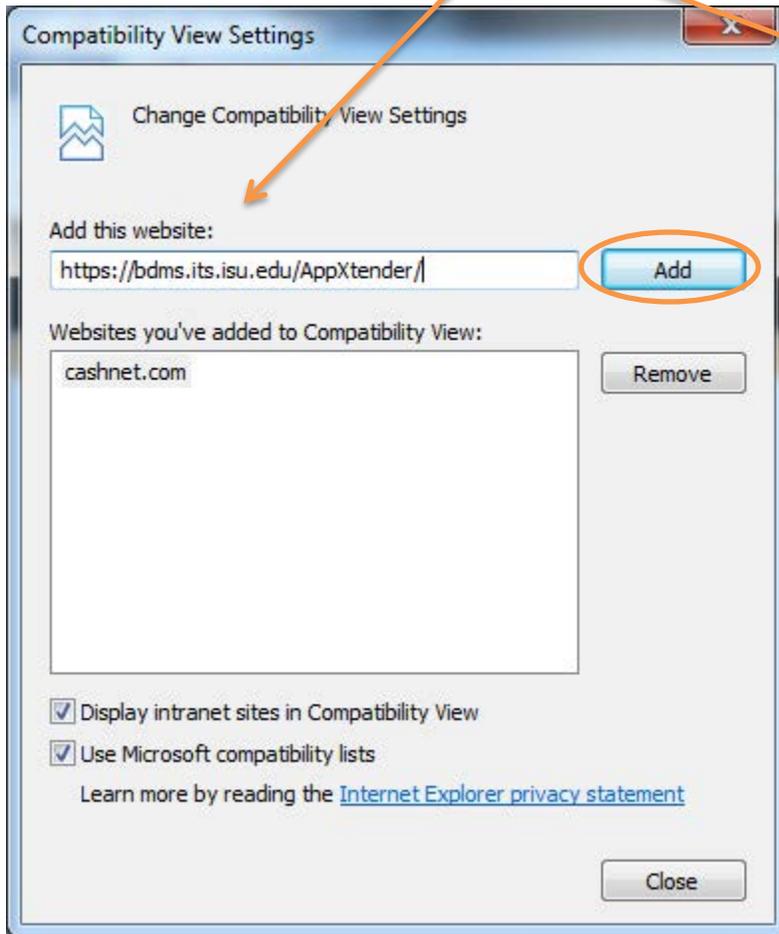
Step 7: Modify Internet Explorer Security Settings to Allow BDM Access:

After having completed the previous step, you can close out of that window and go back to the **Tools tab** at the top of the **Internet Explorer window**. In the **Tools tab** you need to select **Internet Options**.
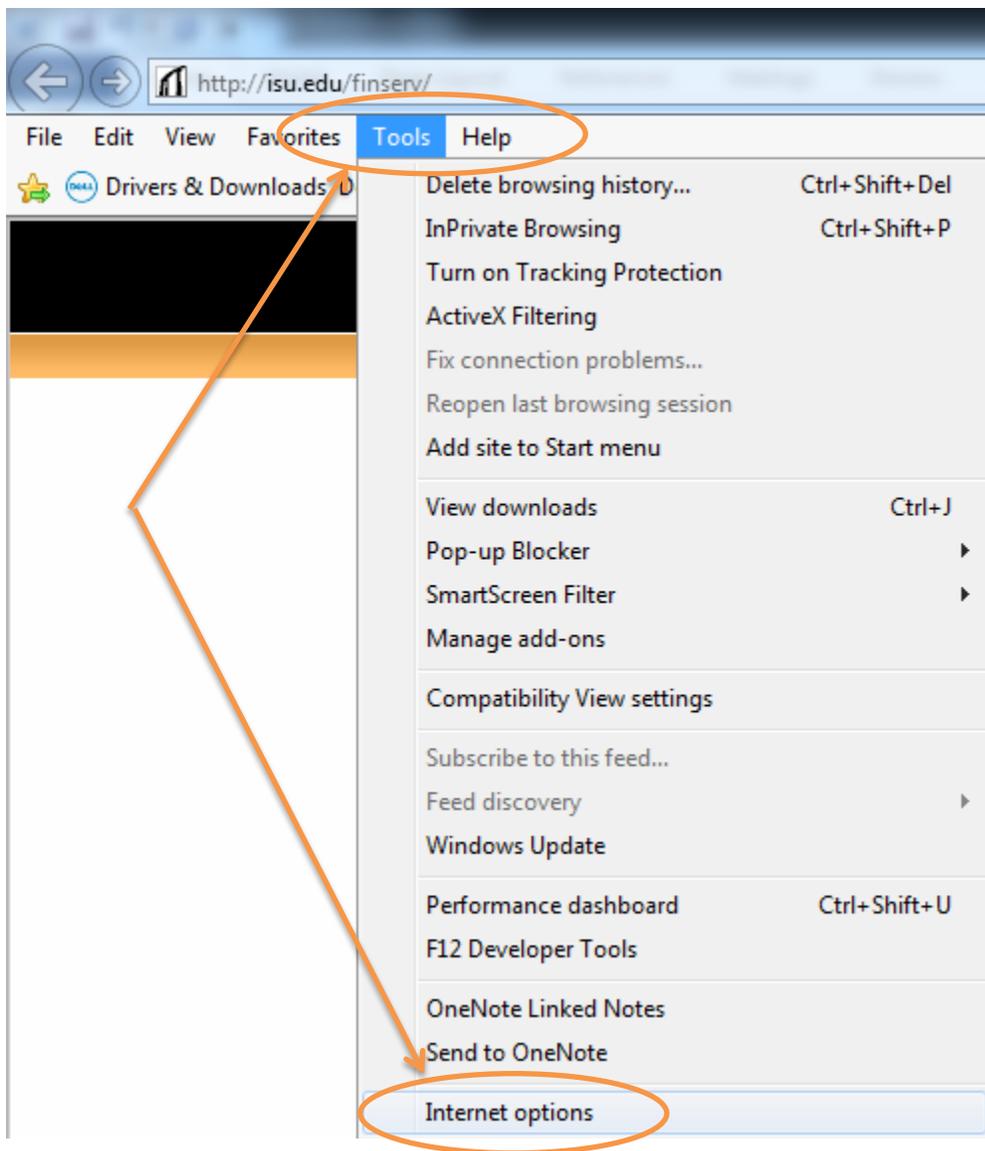
Once you have selected the **Internet Options link**, the following window will pop up. You need to select the **Privacy tab** at the top. Once you have selected the **Privacy tab**, you need to select the **Settings button** just to the right of the **Turn on Pop-up Blocker** section.
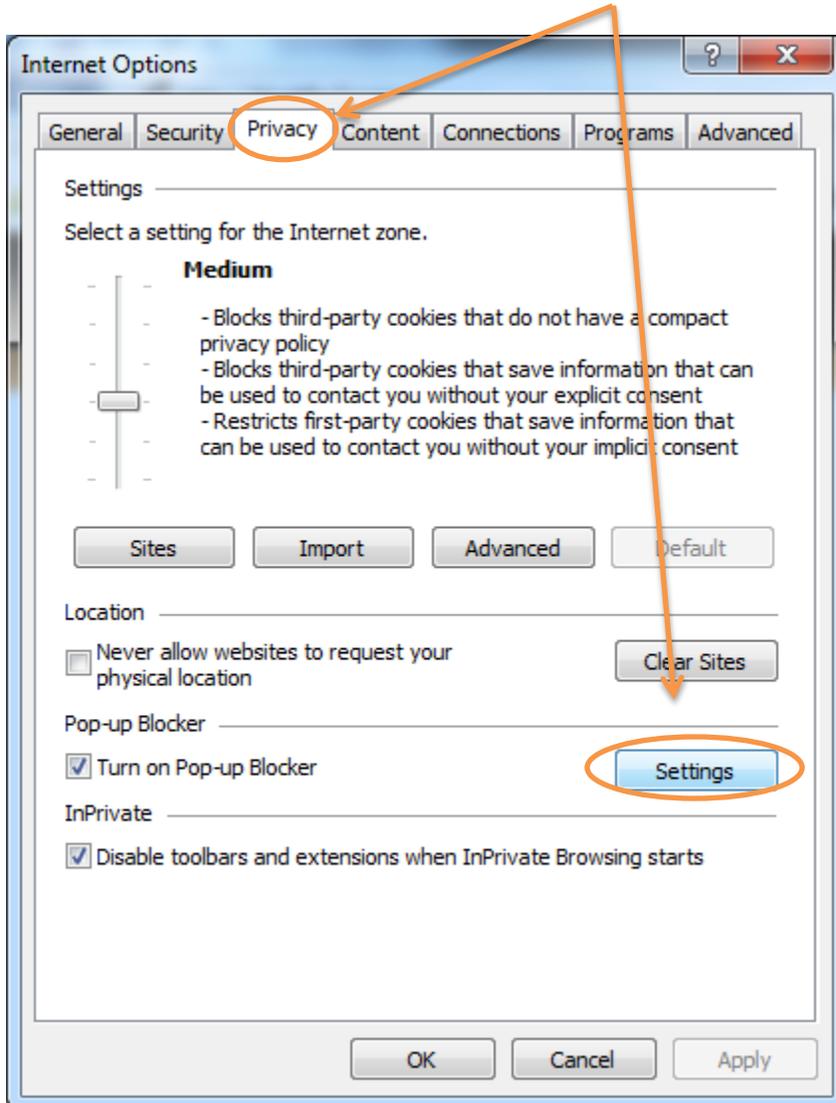
After you have selected the **Settings button**, another window will pop-up. In this window you need to copy and paste the following links for Banner, BDM, and Argos applications and then add whichever sites you use to the **Pop-up Blocker exception list** and then click the **Close Button** to exit the window. You have to add each web link one at a time. I am showing the BDM link being added below. I have also copied the links below. So you don't have to go back and lose your spot.

Banner:

http://inb.isu.edu:9001/forms/frmservlet?config=bprod

Argos:
http://aim.isos.isu.edu:8080/

BDM:

https://bdms.its.isu.edu/AppXtender/
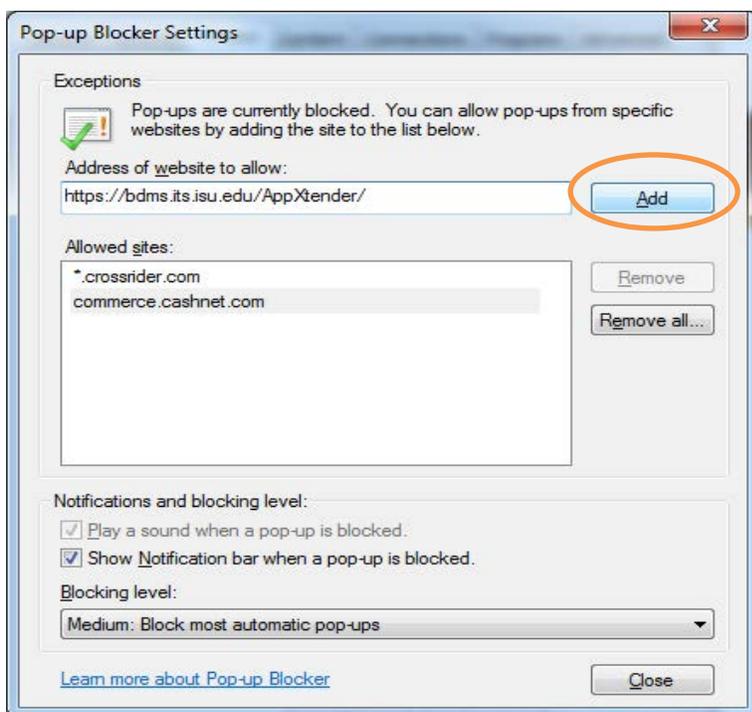
After you finished setting up the **Privacy settings**, now you have to modify the **Security settings**. In order to do that, first click on the **Security tab**, and then make sure to select **Trusted sites**, after that click on the **Sites button.**
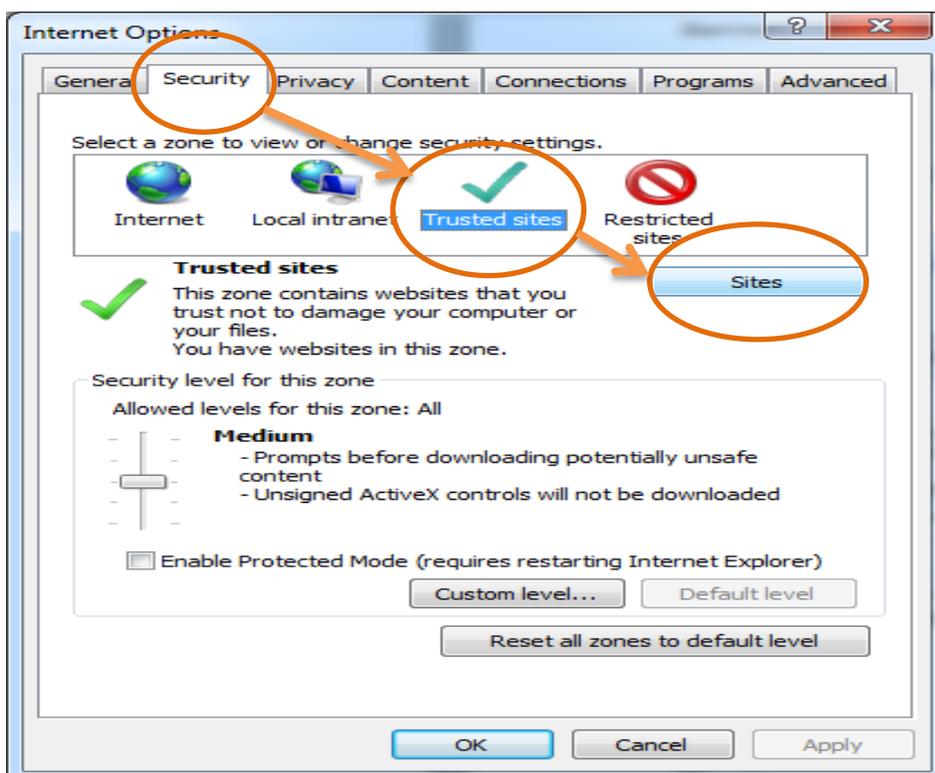
After you have selected the **Sites button**, another small window will pop up. In this window you need to copy and paste the following links for: Banner, BDM, and Argos Applications, and then add whichever sites you use for the **Trusted Sites Website Zone** and then click the **Close Button** to exit the window. You have to add each web link one at a time. I am showing the BDM link being added below. I have also copied the links below, so you don't have to go back and lose your spot.

Office of Finance and Administration

Banner:

http://inb.isu.edu:9001/forms/frmservlet?config=bprod

Argos:
http://aim.isos.isu.edu:8080/

BDM:

https://bdms.its.isu.edu/AppXtender/

Once all the sites you use are added to the **Pop-up Blocker Exception list** and the **Trusted Site Website Zone**, you should have no problem accessing and utilizing these websites.

Step 8: To clean Browser Cache, Cookies and Objects

In this step, we will be cleaning the browser cache, cookies and objects in order to make the JV's search feature run smoothly. Under the **General tab**, first click on the **Delete button** (under the Browsing History section).
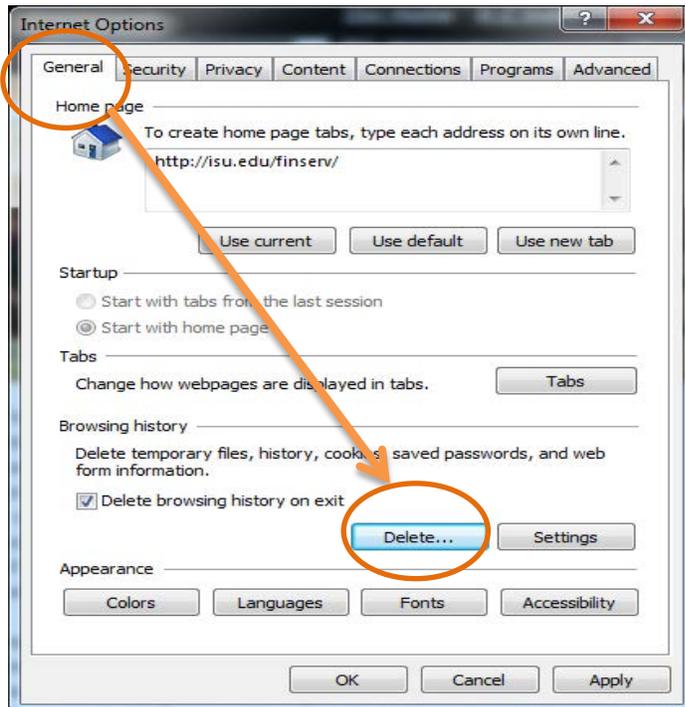
Make sure to check all the blank boxes in the Delete Browsing history before you click the Delete Button.
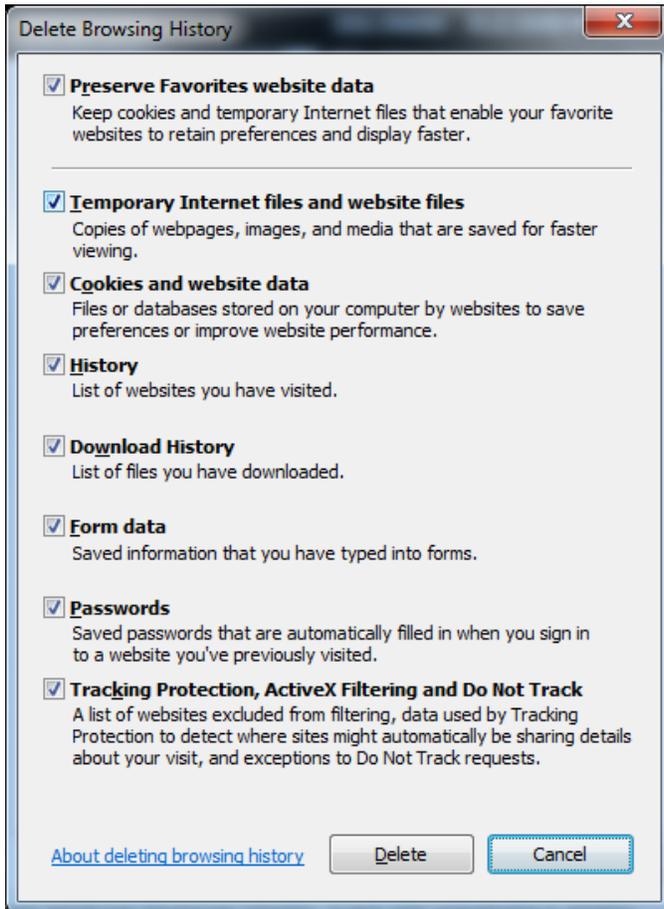
After completing the previous step (Deleting browser history), click on the **Settings button** to clean the browsers old Cache, Cookies and objects.
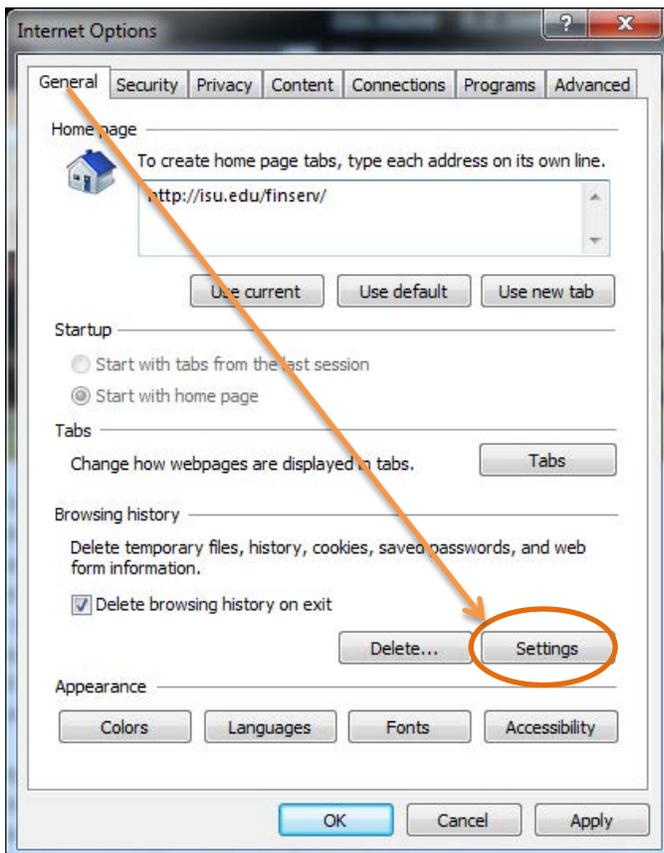
Next click on the **Temporary Internet Files tab.** Under this tab you need to first click on the **View Object Button** and then delete all the files in that folder (To do that click on the body or white space in the folder and then press CTRL + A keys at the same time on your keyboard. This will select all files, then press the **Delete button** on your keyboard). Once all the files have been deleted from the view objects folder close that window and select the **View Files button**. You also need to delete all the files in this folder by following the same process as shown in the **View Object Button.**
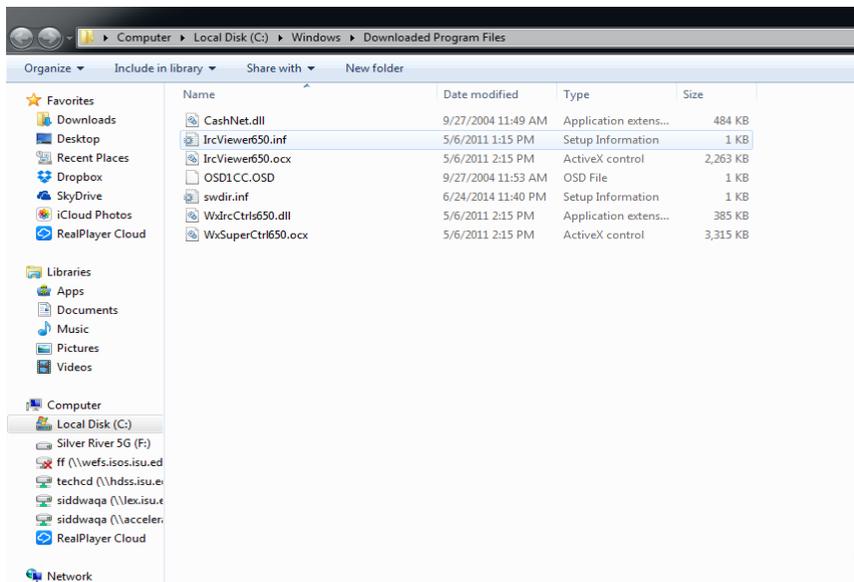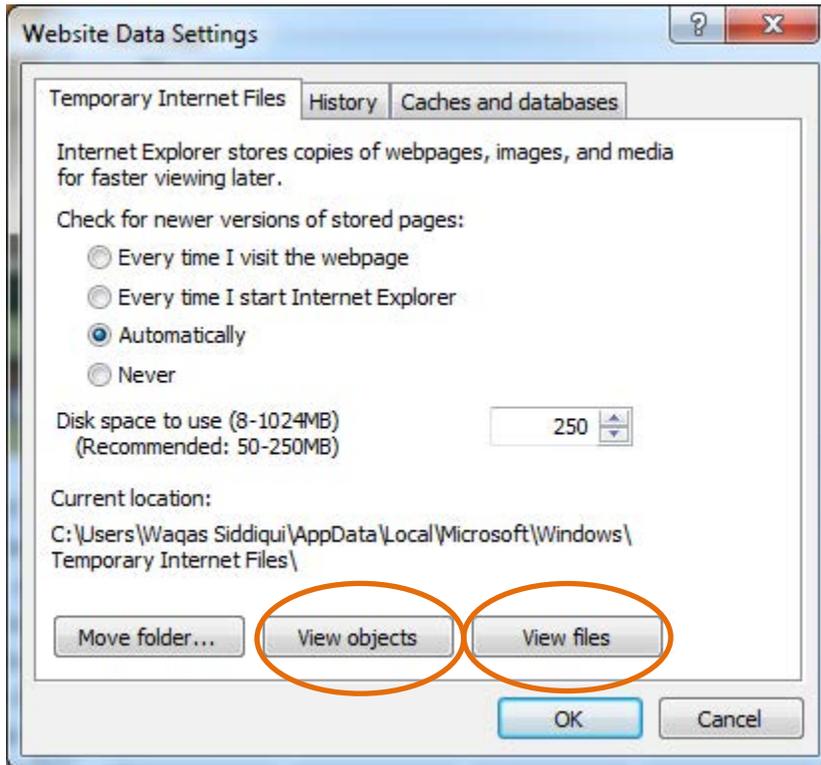
View Object Folder

(Old Internet Downloaded Objects and Applications)
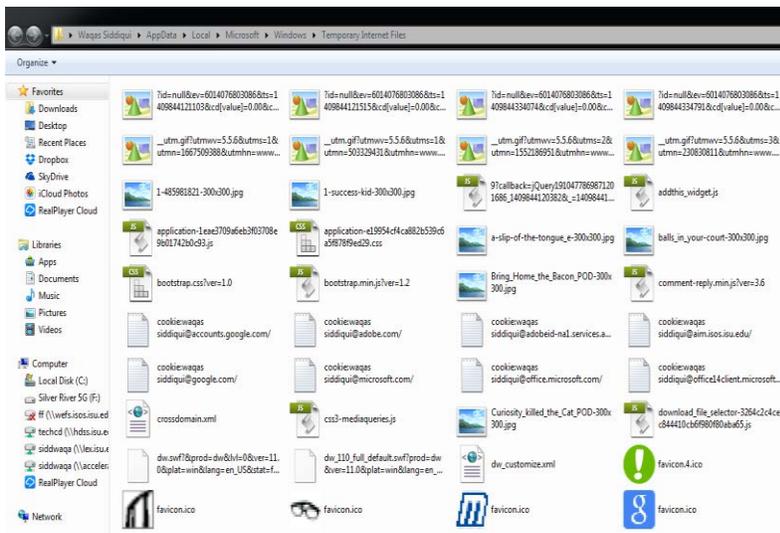
View Files Folder

(Old Temporary Internet files, Cache, Cookies)

Step 9: Activate BDM Using Banner

In this step, we will be activating BDM using Banner system. To do that, first log-in to Banner system. From this **General Menu Page,** click on the **BDM Display Document** icon, which is in the shape of a magnifying glass. A window should pop-up that says, "**Your account is activated**".
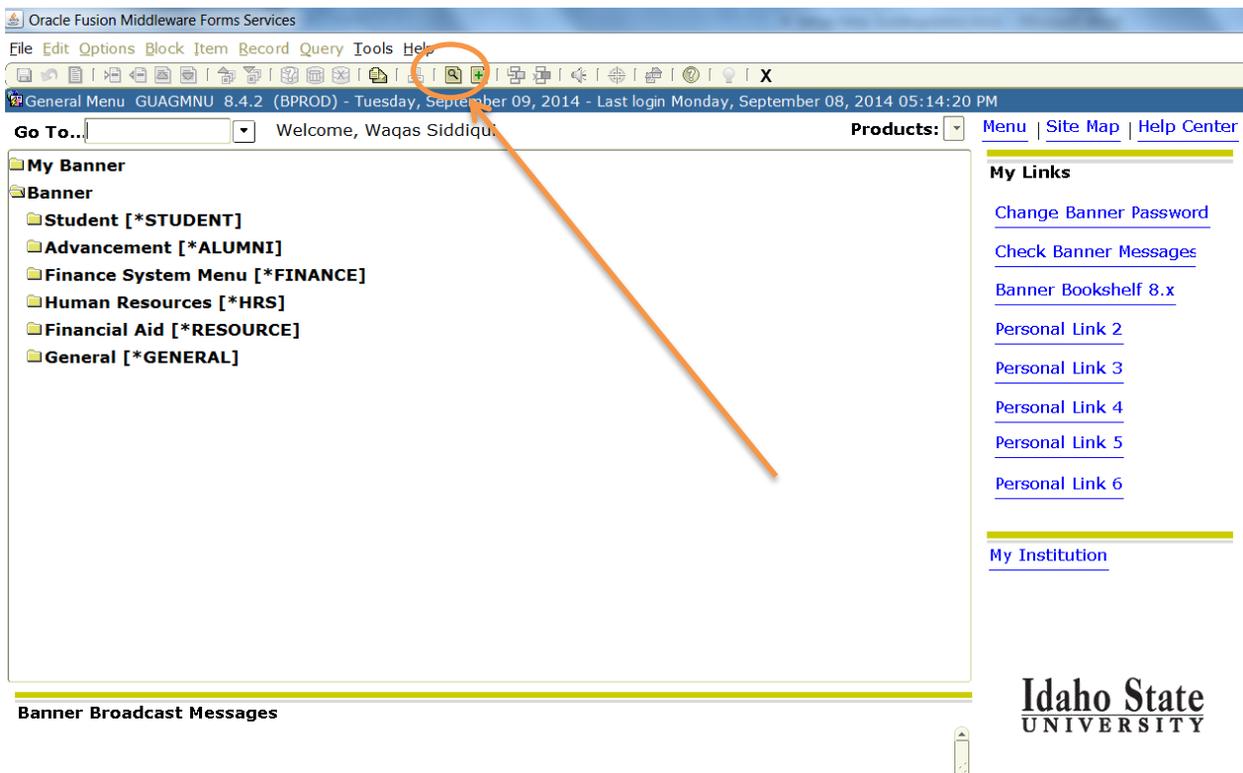
My account is already activated, so BDM is trying to search for a document, and that's why it gave me an error, **"No Documents Found!".** If you receive an error, go ahead and go back to the back to the **General Menu Page** and select the **BDM Display Documents** icon again until you get that account is activated notification. If you still have problems accessing BDM, you can contact Waqas Siddiqui at, Email: siddwaqa@isu.edu or Ph: (208) 282-4866.
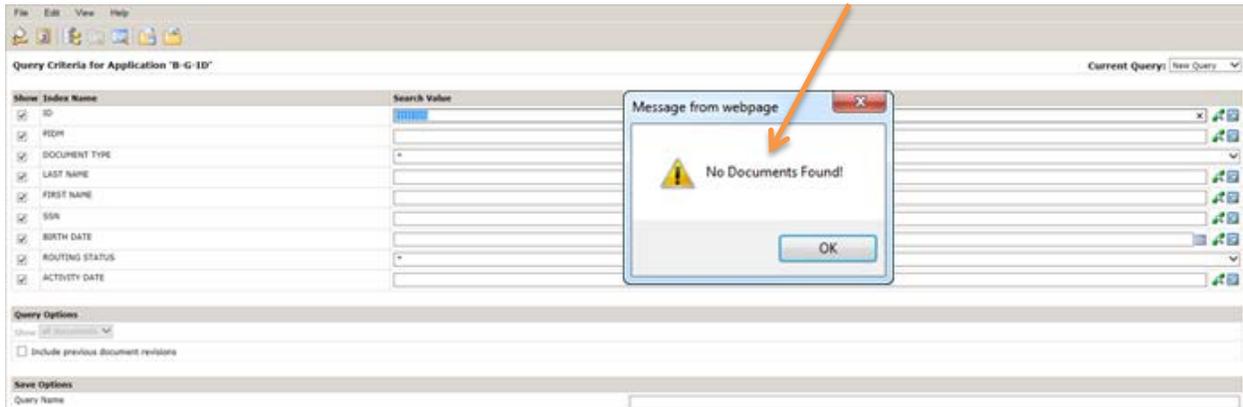
Step 10: Installing BDM Web- Browser Components

Once your account is activated, go to the **Help** tab located on the top menu of the BDM and click on the **Check Installed Components.**
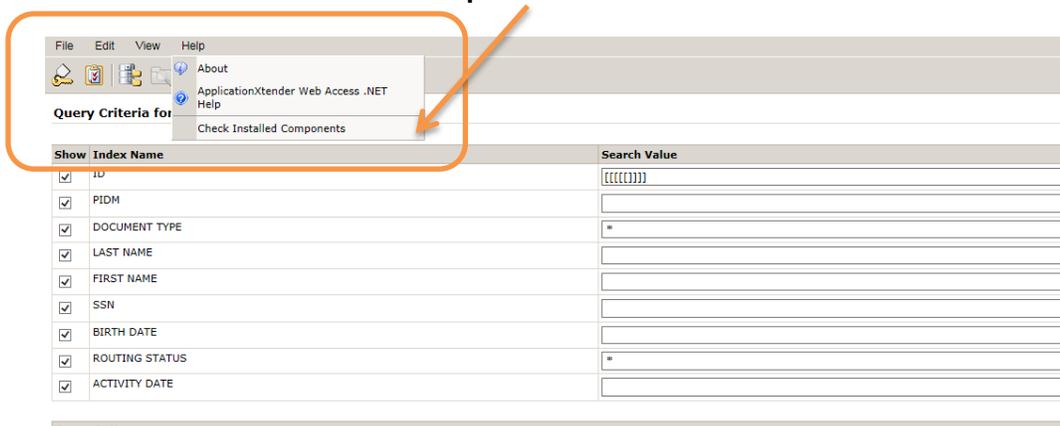
A ApplicationXtender Web Access .NET components window will pop-up. Click on the **Install** Button at the bottom of the window to start installing the BDM web-browser components.
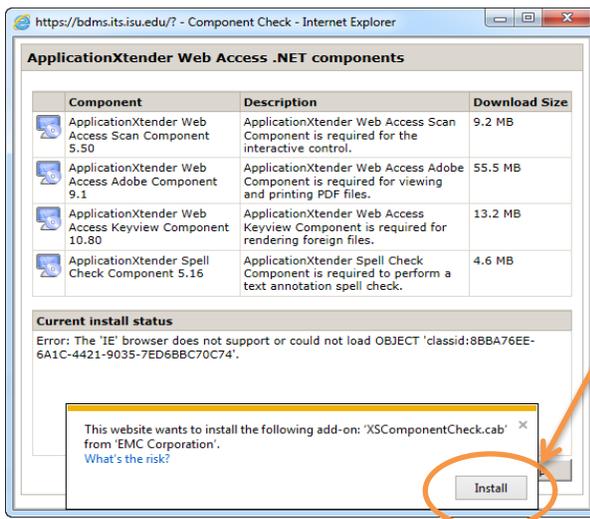
After you click on the **Install** button, a **User Account Control** window will pop-up. Select the **Yes button** on that window to continue installation.
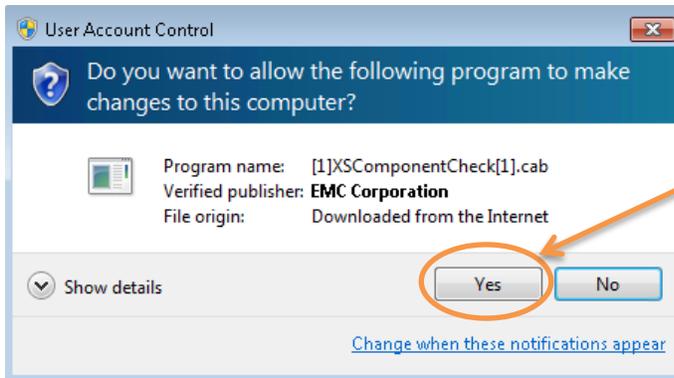
Next, click on the gray area "**Click to Activate**" at the bottom of the ApplicationXtender Web Access .NET component**s** window. This will give you the **Current Install Status** of the BDM Components.
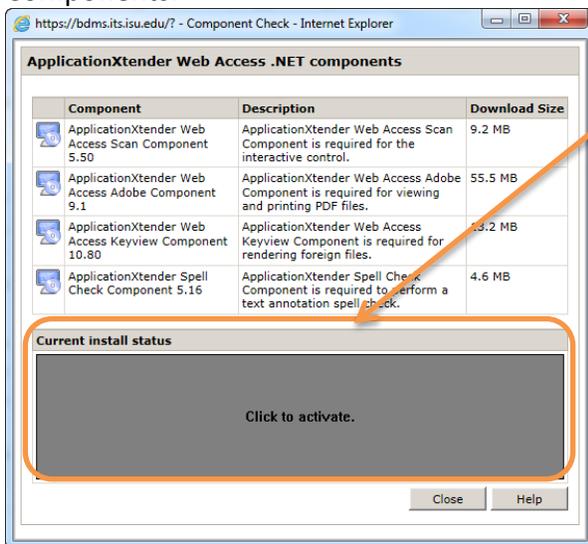
If the **Install Status** is **"Not Installed"**, then go ahead and install all of the BDM components. After you select the first Component, a window at the bottom of the dialog box will pop-up and ask you to save the installing file on the local hard drive.
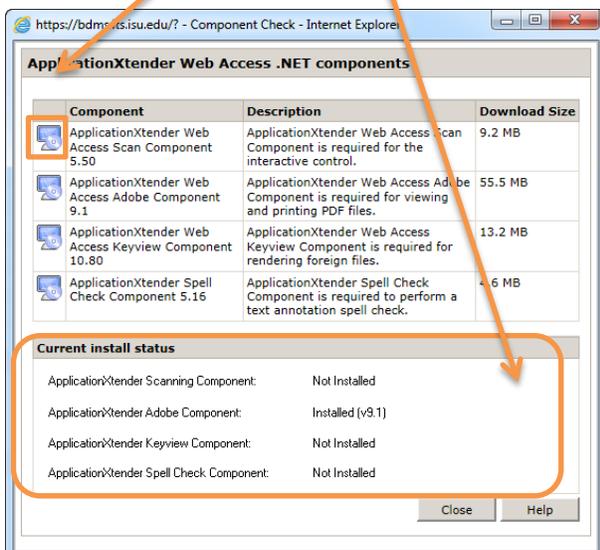
Select the **Save Button** to save the file on your local hard drive, and then press the **Run Button** to start the Installation of the BDM browser component.
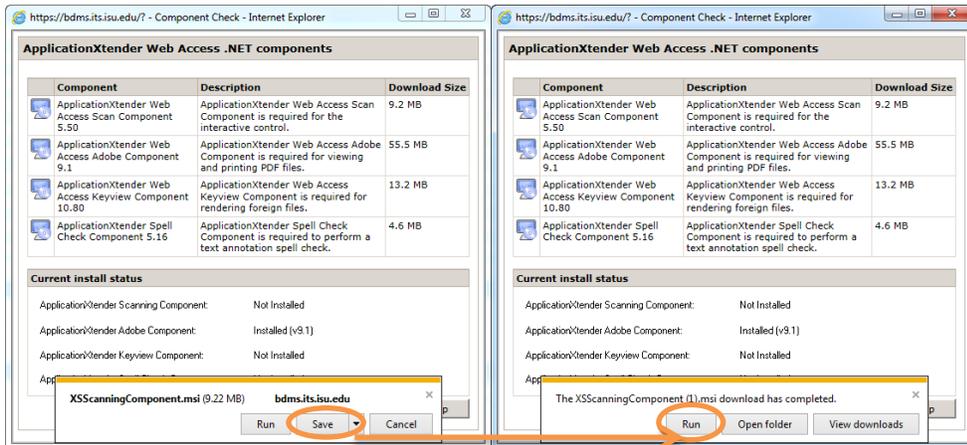

Follow the installation screens that appear and then Press **Next Button** as prompted. After that, it will take you to the **Terms and Condition** dialog box. In the dialog Box make sure to select the check box "**I accept the terms in the license agreement".** Press the **Next Button** Again.
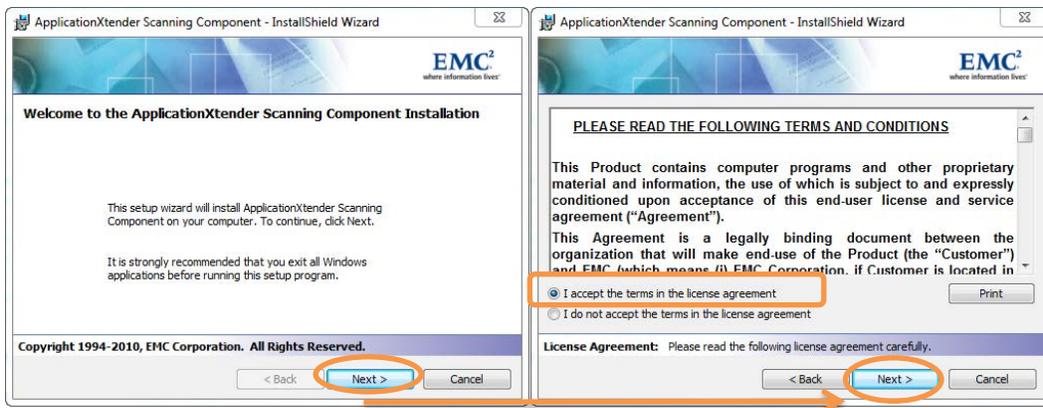
Now it will take you to the **User Name** and **Organization** dialog box. In the **User Name** field, enter your Full Name and in the **Organization** field, enter "**Idaho State University**". After that select the **Next Button** to continue to the next step. Now select **Install Button** to start installing BDM component on your machine.
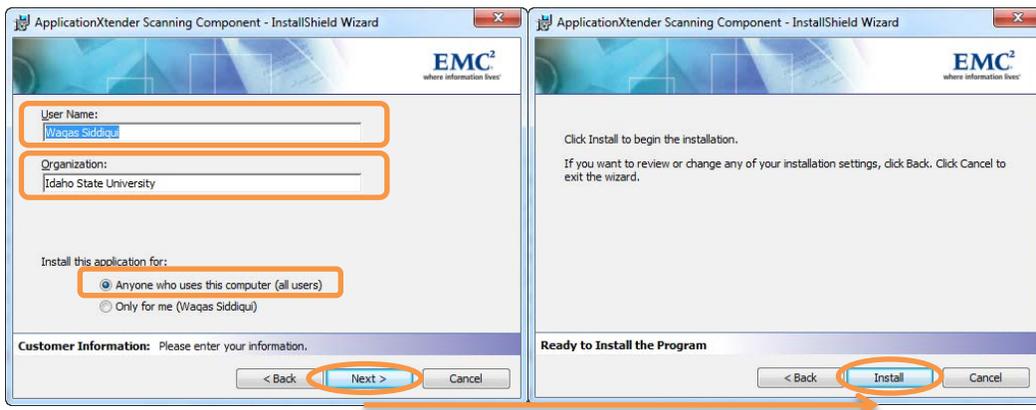
After it's done installing the BDM Component on your machine, you have to press the **Finish Button** to close the installation dialog box.
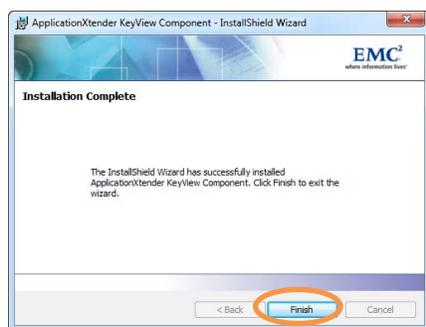
Repeat and follow the same steps for rest of the BDM browser components.

If you have any questions or concerns, please contact:

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