

### **Browser Settings for TEServ**

TEServ requires an Internet browser with 128-bit SSL. The vendor has certified that the system will work with Internet Explorer 5.0 or higher or Netscape Communicator 4.7. We have found that the system will perform better using Internet Explorer.

The Adobe Acrobat Reader plug-in must be installed in order to print. If you do not have this plug-in installed you can download it from the Software Application page on the Technical Centers Intranet or from <http://www.adobe.com/>.

For optimal performance please make the following changes to you browser settings:

#### **Internet Explorer Browsers**

For proper application functionality your browsers cache must be set to refresh every time.

Select Tools>Internet Options

In the Temporary Internet Files area, click Settings.

Under Check for newer versions of stored pages, choose Every visit to page.

Click on OK. Click on OK

For optimal printing, fonts should be set to Times New Roman and the top page margin should be set to .75". All other margins should be set to .5".

Select Tools>Internet Options

Click on Fonts

Under Web Page Font select Times New Roman

Click on OK. Click on OK.

Select File>Page Setup

Set the top margin to .75"; set all other margins to .5"

Click on OK

#### **Netscape Browsers**

For proper application functionality your browsers cache must be set to refresh every time.

Select Edit>Preferences>Advanced>Cache

Set "Document in cache is compared to document on network" to **Every time**

For optimal printing, fonts should be set to Western-Times New Roman and page margins should be set to .5" on all sides

Select Edit>Preferences>Appearance>Fonts

Set variable width font to Times New Roman

Click on OK

Select File>Page Setup

Set all margins to .5"

Click on OK

If you encounter any problems please call us

WJH Technical Center Travel Manager Help Desk (609) 485-6536