## How to set up Internet Explorer to print out of VendorNet

1. Open Internet Explorer

You don't need to log onto the site before you make the changes.

2. From the Menu bar select Tool and then Internet options



- 3. This will open a window that looks like this
- 4.

Internet Options
General Security Privacy Content Connections Programs Advanced
Home page
To create home page tabs, type each address on its own line.           http://cbisharepoint/vtg/default.aspx
Use current Use default Use blank
Browsing history — Delete temporary files, history, cookies, saved passwords, and web form information.
Delete Settings
Change search defaults. Settings
Tabs Change how webpages are displayed in Settings tabs.
Appearance Colors Languages Fonts Accessibility
OK Cancel Apply

5. Select the Security tab



6. Which will display this window that looks like this



7. Now click on the Trusted Sites icon Trusted sites

8. Then click on the button that says sites Sites... which will open a window like this



 In the "Add this site to the zone:" area type in your web address and click add. <u>The website you enter should be the website you access to retrieve</u> <u>orders.</u> Make sure for all http site the Require server verification checkbox is blank.

## Please see below for appropriate website(s)

- a. TRAINING SITE <u>http://vntraining.ccsginc.com</u>
- b. Cinmar PO <u>https://vnpo.ccsginc.com/</u>
- c. Cinmar DS https://frontgatevn.ccsginc.com/
- d. Ballard Designs https://ballarddesignsvn.ccsginc.com/
- e. Garnet Hill <u>https://garnethillvn.ccsginc.com/</u>
- f. Travelsmith <u>https://travelvn.ccsginc.com/</u>
- g. Improvements https://impalvn.ccsginc.com/
- h. Chasing Fireflies https://cflivevn.ccsginc.com

10. Now click Ok which will take you back to here

Internet O	ptions				?
General S	ecurity Privacy	Content Cor	nnections	Programs	Advanced
Select a zo	one to view or cha	inge security se	ettings.		
	) 🏹		(	0	
Intern	net Local intra	net Trusted si	ites Res s	tricted ites	
	Local intranet This zone is for all found on your intra	websites that a anet.	are	Site	s
Security	level for this zone				

11. Now Click on the Custom Level... button this will bring up this window

Security Settings - Trusted Sites Zone	×
Settings	7
<ul> <li>ActiveX controls and plug-ins</li> <li>Allow previously unused ActiveX controls to run without prov</li> <li>Disable</li> <li>Enable</li> <li>Allow Scriptlets</li> <li>Disable</li> <li>Enable</li> <li>Prompt</li> <li>Automatic prompting for ActiveX controls</li> <li>Disable</li> <li>Enable</li> <li>Enable</li> <li>Binary and script behaviors</li> <li>Administrator approved</li> <li>Disable</li> <li>Enable</li> <li>Enable</li> </ul>	
*Takes effect after you restart Internet Explorer	
Reset custom settings Reset to: Medium (default) Reset	
OK Cancel	]

12. Find the heading called "ActiveX Controls and Plug-ins". Change all the setting that have the 🙆 icon to "Enable"

13. Once they are all marked "Enable" click vou may get a dialog box that looks like this.



- 14. Click Yes and then Click "ok" at the "Security Settings" window and again at the "Internet Options" window. This will put you back at the Internet Explorer window. You should now be able to login and print.
- 15. Note for Internet Explore 10 Users: You will also need to go into tools, compatibility view setting and add ccsginc.com to your sites.

If this doesn't work for you please contact:

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