

Configure Internet Explorer[™]

Version 11 Settings for

CGM webPRACTICE™



Fully Web-Based Practice Management Suite



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ABOUT THIS DOCUMENT

These instructions apply to Internet Explorer (IE) version 11. It is important you complete <u>all</u> of the following instructions to make sure Internet Explorer has been set up properly.

CONFIGURING IE

On the **CGM webPractice** Homepage, verify the **Menu bar** is displayed. If the **Menu bar** is not displayed, right-click in the empty space on the command bar, to the right of the tab and select **Menu bar**.

right-click here			x
CGM webPractice Launch P ×	✓	Menu bar	
		Favorites bar	
		Command bar	
		Status bar	

Enable Compatibility View

It is necessary to enable **Compatibility View** for IE version 11 to prevent display issues while working in CGM webPRACTICE.

Click Tools in the Menu bar and then Compatibility View settings.





Enable Compatibility View (cont.)

In the **Compatibility View Settings** dialog box the website for CGM webPractice will be displayed in the **Add this website:** box. Click **Add**.

Compatibility View Settings	×
Change Compatibility View Settings	
Add this website:	
Accept the website that is displayed here	Add
Websites you've added to Compatibility View:	
	Remove
Display intranet sites in Compatibility View	
Use Microsoft compatibility lists	
Learn more by reading the <u>Internet Explorer privacy</u>	statement
	Close

Confirm the website is listed in the Websites you've added to Compatibility View: box and click Close.

Compatibility View Settings	×
Change Compatibility View Settings	
Add this website:	
	Add
Websites you've added to Compatibility View:	
website for CGM webPractice should be listed here	Remove
Display intranet sites in Compatibility View	-
Use Microsoft compatibility lists	
Learn more by reading the Internet Explorer privacy	statement
	Close



Add CGM webPRACTICE Website to Favorites

IE 11 fails to retain Compatibility View settings between sessions so you must add the CGM webPRACTICE website to your Favorites to preserve the settings between sessions.

Click Favorites in the Menu bar and then Add to favorites or you can click the Favorites icon 🖾.

Sector Conversion			
🗲 🕘 🏉 https:/	/asp1.noteworthymedical.com/_mnpstatic/html/launch/	′default.asp 🍳 🗧 🖒 🧭 CGM webPractice Launch P ×	1 🛧 🛱
File Edit View Fa	avorites Tools Help		
🔄 🕶 🖾 👻 🖂	Add to favorites		
	Add to Favorites bar		
CGMw	Add current tabs to favorites		^
Fully Web-Based F	Organize favorites	4	olug your practice into the power of the web
	Favorites Bar		

Confirm the **Name** field in the **Add a Favorite** dialog box contains **CGM webPRACTICE Launch Page** and click **Add**.

Verify SmartScreen Filter is Turned On

IE 11 typically loads with the **SmartScreen Filter** already turned on. To verify it is turned on, select **Tools** on the menu bar, scroll down to **SmartScreen Filter** and when the pop-up menu appears, verify it shows **Turn Off SmartScreen Filter**. This indicates that the **SmartScreen Filter** is on.

File Edit View Favorites	Tools Help		
🗴 📆 Convert 🔻 🛃 Select	Delete browsing history	Ctrl+Shift+Del	1
CGM webP Fully Web-Based Practice Man	InPrivate Browsing Turn on Tracking Protection ActiveX Filtering Fix connection problems Reopen last browsing session Add site to Start menu	Ctrl+Shift+P	plug your prac
Launch webPRAC	View downloads Pop-up Blocker	Ctrl+J ▶	, the state-of-the-art Web Based Practic
	SmartScreen Filter	۲.	Check this website
	Manage add-ons		Turn off SmartScreen Filter
CompuGroup Website	Compatibility View settings		Report unsafe website



Caching

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To provide faster loading times on webpages, Internet Explorer caches or stores webpages on your hard drive. For CGM webPractice to run properly, it is critical that caching be turned off.

***NOTE**: CGM webPractice will not run properly if stored pages from the hard drive are used.

Turning off Caching

Click the **Tools** button ¹²³ to display the **Tools** menu.



Click Internet Options.





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Click the **General** tab if it is not already displayed. In the **Browsing history** section, Select the **Delete browsing history on exit** check box and then click **Delete**.

Internet Options
General Security Privacy Content Connections Programs Advanced
Home page
To create home page tabs, type each address on its own line.
-
Use current Use default Use new tab
Startup
Start with tabs from the last session
 Start with home page
Tabs
Change how webpages are displayed in tabs. Tabs
Browsing history
Delete temporary files, history, cookies, saved passwords, and web form information.
Delete browsing history on exit
Delete Settings
Appearance
Colors Languages Fonts Accessibility
OK Cancel Apply

In the **Delete Browsing History** dialog box, select the **Preserve Favorites website data** and the **Temporary Internet Files and website files** check boxes and click **Delete**.

Delete Browsing History
Preserve Favorites website data Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.
Temporary Internet files and website files Copies of webpages, images, and media that are saved for faster viewing.
Cookies and website data Files or databases stored on your computer by websites to save preferences or improve website performance.
History List of websites you have visited.
Download History List of files you have downloaded.
Form data Saved information that you have typed into forms.
Passwords Saved passwords that are automatically filled in when you sign in to a website you've previously visited.
Tracking Protection, ActiveX Filtering and Do Not Track A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.
About deleting browsing history Delete Cancel



Caching (cont.)

In the Browsing history section, click Settings.

Internet Options
General Security Privacy Content Connections Programs Advanced
Home page
To create home page tabs, type each address on its own line.
· ·
v
Use current Use default Use new tab
Startup
Start with tabs from the last session
Start with home page
Tabs
Change how webpages are displayed in tabs.
Browsing history
Delete temporary files, history, cookies, saved passwords, and web form information.
Delete browsing history on exit
Delete Settings
Appearance
Colors Languages Fonts Accessibility
OK Cancel Apply

On the **Temporary Internet Files** tab, for the **Check for newer versions of stored pages** option, select **Every time I visit the webpage**. In the **Disk space to use** box, select **20** and click **OK**.

Website Data Settings			
Temporary Internet Files History Caches and databases			
Internet Explorer stores copies of webpages, images, and media for faster viewing later.			
Check for newer versions of stored pages:			
Every time I visit the webpage			
Every time I start Internet Explorer			
Automatically			
O Never			
Disk space to use (8-1024MB) (Recommended: 50-250MB)			
Current location:			
C:\Users\ynnk\AppData\Local\Microsoft\Windows\Temporary Internet Files\			
Move folder View objects View files			
OK Cancel			



Security Settings

Select the Security tab. (If you just completed the Caching section, the Internet Options dialog box should still be open, otherwise perform Steps 1 and 2 under the Caching section and then select the Security tab.) Click Trusted sites and then click Sites.



Trusted Sites Settings

In the **Add this website to the zone:** box, type: http://YourServerName or address. This URL will be provided by either CompuGroup Medical or your IT Department. Click Add.

Verify that the following sites are also set up as trusted sites.

(for webCoder)
(for ASP clients)
(for ASP clients)
(for webPay)
(for webPay)

Clear the Require server verification (https:) for all sites in this zone check box and click Close.





Internet Options
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
🛛 🔮 👒 🗸 🚫
Internet Local intranet Trusted sites Restricted sites
Trusted sites
This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.
Security level for this zone
Custom Custom settings. - To change the settings, click Custom level. - To use the recommended settings, click Default level.
Enable Protected Mode (requires restarting Internet Explorer) Custom level Default level
Reset all zones to default level
Some <u>settings</u> are managed by your system administrator.
OK Cancel Apply

In the Security level for this zone section, click Custom Level.

When the **Security Settings – Trusted Sites Zone** dialog box displays, scroll down to the **.NET Framework-reliant components** settings. Change the settings to match those shown in the image below.

Security Settings - Trusted Sites Zone
Settings
Prompt
NET Framework-reliant components
💀 Permissions for components with manifests
Disable
e High Safety
Run components not signed with Authenticode
Disable
Enable
Prompt
Run components signed with Authenticode
Disable
Enable
Prompt
ActiveX controls and plug-ins
Allow ActiveX Filtering
to a final second s
*Takes effect after you restart your computer
Reset custom settings
Reset to: (L.C.IX)
Low (default)
OK Cancel



ActiveX Settings

Scroll down to the **ActiveX controls and plug-ins** section. Change the settings to match those shown in the image below.

	Act	ive)	(controls and plug-ins
_		Allo	w ActiveX Filtering
		\bigcirc	Disable
		۲	Enable
	۲	Allo	w previously unused ActiveX controls to run without prompt
		\bigcirc	Disable
		۲	Enable
	۲	Allo	w Scriptlets
		\bigcirc	Disable
		۲	Enable
		\bigcirc	Prompt
	۲	Aut	tomatic prompting for ActiveX controls
		۲	Disable
		\bigcirc	Enable
	۲	Bin	ary and script behaviors
		\bigcirc	Administrator approved
		\bigcirc	Disable
		۲	Enable
	۲	Dis	play video and animation on a webpage that does not use external media player
		۲	Disable
		\odot	Enable
	۲	Do	wnload signed ActiveX controls
	_	\bigcirc	Disable
		۲	Enable
		\bigcirc	Prompt
	ø	Do	wnload unsigned ActiveX controls
		\bigcirc	Disable
		۲	Enable
		\bigcirc	Prompt
	۲	Init	ialize and script ActiveX controls not marked as safe for scripting
		\bigcirc	Disable
		۲	Enable
		\bigcirc	Prompt
	ø	On	y allow approved domains to use ActiveX without prompt
		\bigcirc	Disable
		۲	Enable
	۲	Ru	n ActiveX controls and plug-ins
		\bigcirc	Administrator approved
		\bigcirc	Disable
		۲	Enable
		\bigcirc	Prompt
	۲	Ru	n antimalware software on ActiveX controls
		۲	Disable
		\bigcirc	Enable
	ø	Scr	ipt ActiveX controls marked safe for scripting*
	_	\bigcirc	Disable
		۲	Enable
		\bigcirc	Prompt



Downloads Settings

Scroll down to the **Downloads** section. Verify the following highlighted settings are set to **Enable**.



Miscellaneous Settings

Scroll down to the **Miscellaneous** settings. Change the settings to match those shown in the image below. If a setting option has not been highlighted it can be left at the default setting.

Miscellaneous
Access data sources across domains
 Disable
Enable
Prompt
Allow dragging of content between domains into separate windows
 Disable
Enable
Allow dragging of content between domains into the same window
Oisable
Enable
Allow META REFRESH
Disable
Enable
Allow scripting of Microsoft web browser control
Disable
Enable
Allow script-initiated windows without size or position constraints
Disable
Enable
Allow webpages to use restricted protocols for active content
Disable
Enable
Prompt
Allow websites to open windows without address or status bars
O Disable
© Enable
Display mixed content
U Prompt



Miscellaneous Settings (cont.)





Scripting Settings

Scroll down to the **Scripting** settings. Change the settings to match those shown in the image below. If a setting option has not been highlighted it can be left at the default setting.

(E) Scripting
Active activities
Disable
Enable
_ O Prompt
S Allow Programmatic clipboard access
Disable
Enable
Prompt
S Allow status bar updates via script
Disable
Enable
Allow websites to prompt for information using scripted windows
🔘 Disable
Enable
🗊 Enable XSS filter
Disable
Enable
Scripting of Java applets
Disable
Enable
Prompt

On the Security Settings – Trusted Sites Zone dialog box, click OK.

When you receive the warning message, "Are you sure you want to change the settings for this zone?" click **Yes**.

Note: These changes will not take effect until Internet Explorer has been restarted, which you will be instructed to do later in this document.



Privacy Settings

Select the Privacy tab. In the Settings section, click Advanced.

nternet Options						
General Security	Privacy	Content	Connections	Programs	Advance	ed
Settings						
Select a setting for the Internet zone.						
Medi	ium					
Blocks third-party cookies that do not have a compact privacy policy Blocks third-party cookies that save information that can be used to contact you without your explicit consent Restricts first-party cookies that save information that can be used to contact you without your implicit consent						
Sites Import Advanced Default						
Location Never allow websites to request your Clear Sites)
Pop-up Blocker						.
Turn on Pop-u	p Blocker			Se	ttings	
InPrivate						
$\overline{\ensuremath{\mathbb{V}}}$ Disable toolbars and extensions when InPrivate Browsing starts						
		Oł	Ca	ancel	Apply	

Select the **Override automatic cookie handling** check box. For both the First-party and Third-party Cookies, select Accept. Select the Always allow session cookies check box. Click OK.

Advanced Privacy Settings						
You can choose how c zone. This overrides a	You can choose how cookies are handled in the Internet zone. This overrides automatic cookie handling.					
Cookies						
Verride automatic cookie ha	Verride automatic cookie handling					
First-party Cookies	Third-party Cookies					
 Accept 	Accept					
Block	Block					
Prompt	Prompt					
Always allow session cool	kies					
	OK Cancel					

On the Internet Options dialog box, click OK.

To make the changes effective, you will need to close IE by closing the CGM webPractice Homepage.



PRINTING SETTINGS

Open the CGM webPractice Homepage and click File in the Menu bar and then Page Setup.



In the **Margins** section, in the **Left, Right, Top, and Bottom** boxes, type **.25**. For each of the **Header** and **Footer** list boxes, select **Empty** and then click **OK**.

Page Setup	×
Paper Options Page Size: Letter Portrait © Landscape Print Background Colors and Images C Enable Shrink-to-Fit	Margins (inches) Left: 0.25 Right: 0.25 Top: 0.25 Bottom: 0.25 Bottom: 0.25
Headers and Footers Header: -Empty- -Empty- -Empty-	Footer: -Empty- -Empty- -Empty- -Empty- -Empty- -Empty-
Change font	OK Cancel



Configuring IE for CGM webPPRACTICE is complete.

Click Launch webPRACTICE and login as usual.

