



CompuGroup[™]
Medical

Configure Internet Explorer® Version 11 Settings for CGM webPRACTICE™

CGMwebPRACTICE[™]
Fully Web-Based Practice Management Suite

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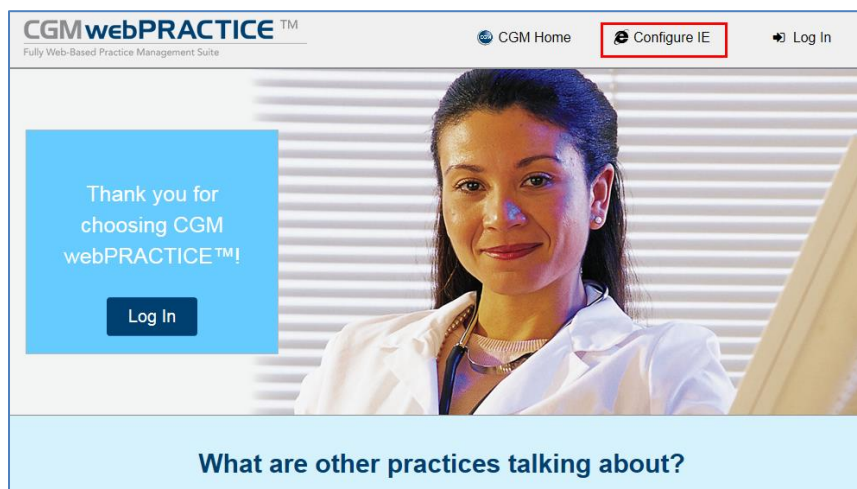
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ABOUT THIS DOCUMENT

These instructions apply to Internet Explorer (IE) version 11. It is important you complete all of the following instructions to make sure IE has been set up properly. The quickest method to configure IE is to do so automatically using CGM webPRACTICE, but if your permission settings do not allow it, manual instructions have also been included below.

CONFIGURING IE AUTOMATICALLY USING CGM WEBPRACTICE

On the **CGM webPRACTICE** Launch page, click **Configure IE**.



When the Configure IE function is complete, you will need to perform the step to *Add CGM website to Favorites* to complete the process.

Notes:

- You must be a local administrator on your computer and have **User Access Control** disabled to complete this task using CGM webPRACTICE. Verify this with your IT Department prior to using this function.
- You will still be required to add the *CGM webPRACTICE Launch Page* to your **Favorites** in Internet Explorer after using the Configure IE tool.
- Be aware that the following configuration settings will not show up properly “visually” as being performed by the tool but the settings are performed in the background and stored in the Windows Registry as required for use with CGM webPRACTICE.
 - *Compatibility View Settings* – “Websites you’ve added to Compatibility View:” - the website for CGM webPRACTICE has been added.
 - *Security, Trusted Sites Settings* – “Require server verification (https:) for all sites in this zone” this check box is not selected.
 - *Privacy* - “Turn on Pop-up Blocker” – this check box is not selected.

CONFIGURING IE MANUALLY

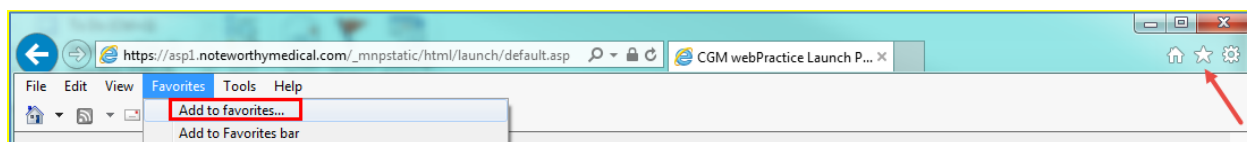
On the **CGM webPRACTICE** Launch page, verify the **Menu bar** is displayed. If the **Menu bar** is not displayed, right-click in the empty space on the command bar, to the right of the tab and select **Menu bar**.



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.

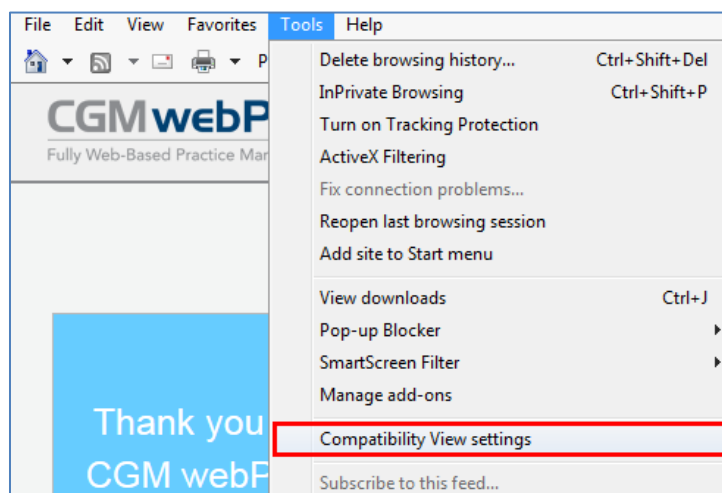
Click **Favorites** in the **Menu bar** and then **Add to favorites** or you can click the Favorites icon .



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

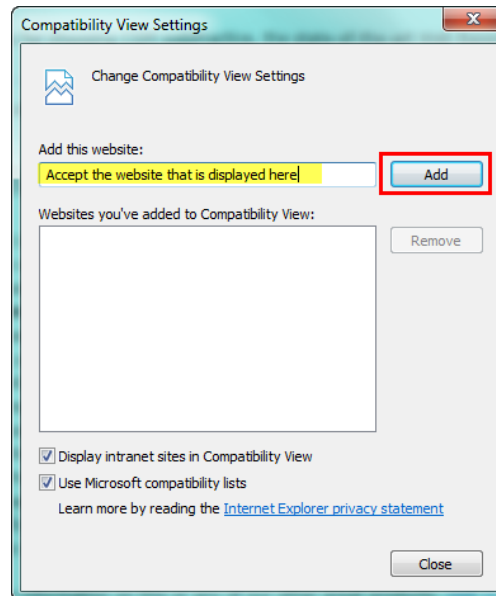
Enable Compatibility View

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**.

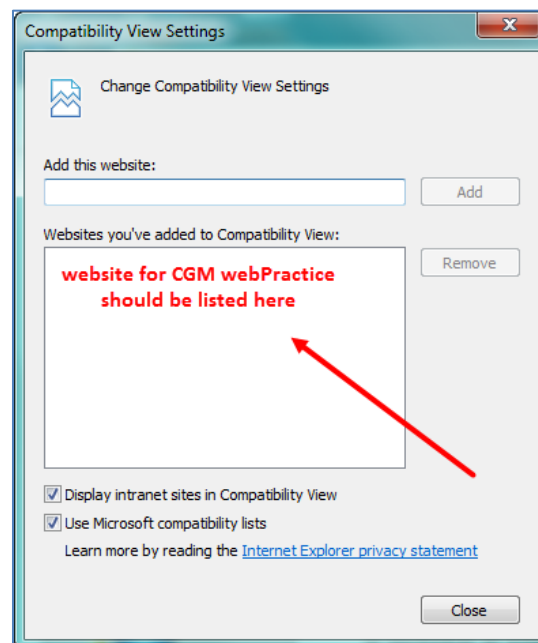


Enable Compatibility View (cont.)

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



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




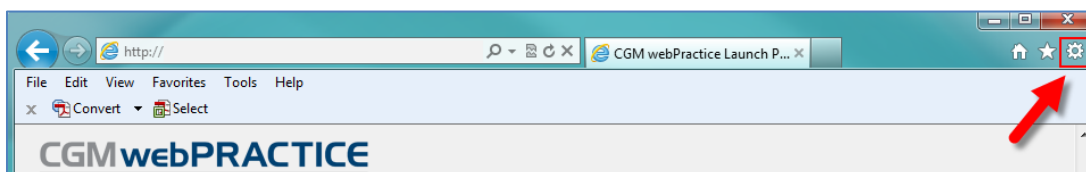
Caching

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.

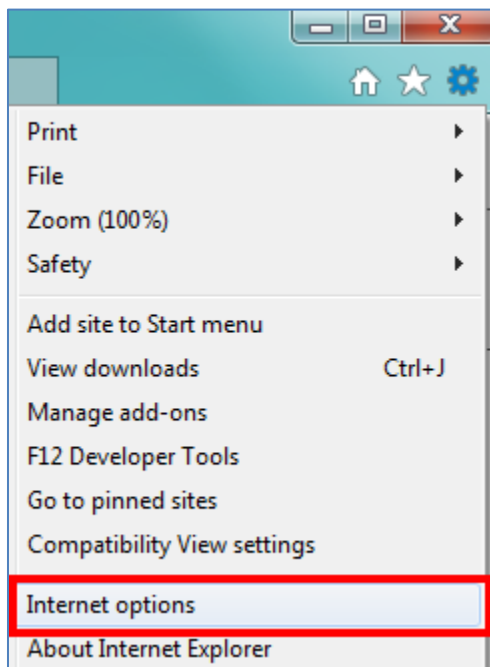
***NOTE:** CGM webPRACTICE will not run properly if stored pages from the hard drive are used.

Turning off Caching

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

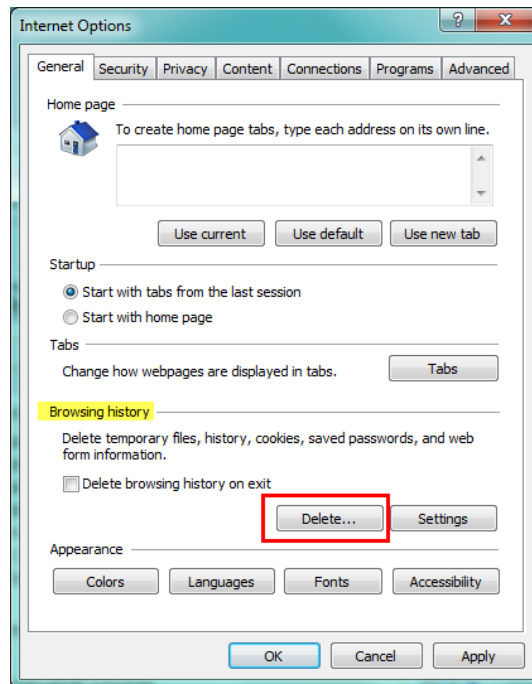


Click **Internet Options**.

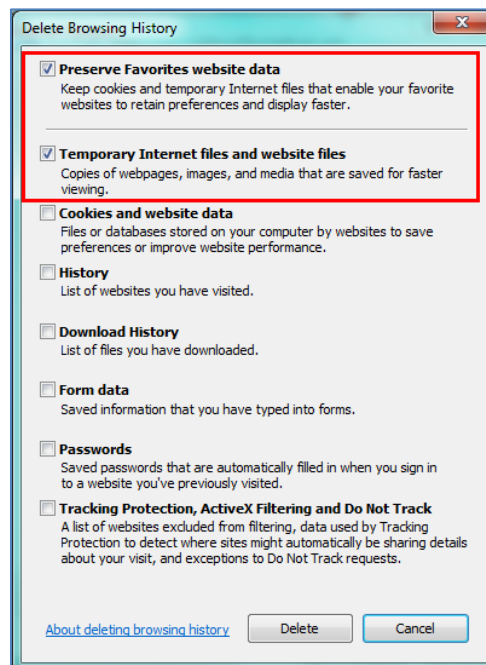


Caching (cont.)

Click the **General** tab if it is not already displayed. In the **Browsing history** section click **Delete**.

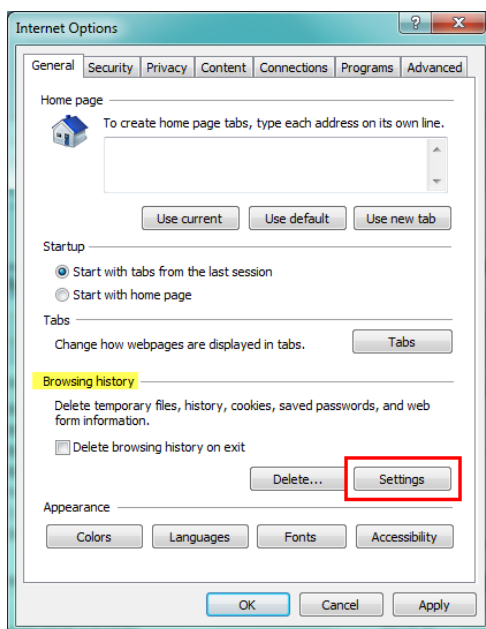


In the **Delete Browsing History** dialog box, select the **Preserve Favorites website data** and the **Temporary Internet Files and website files** check boxes and click **Delete**.

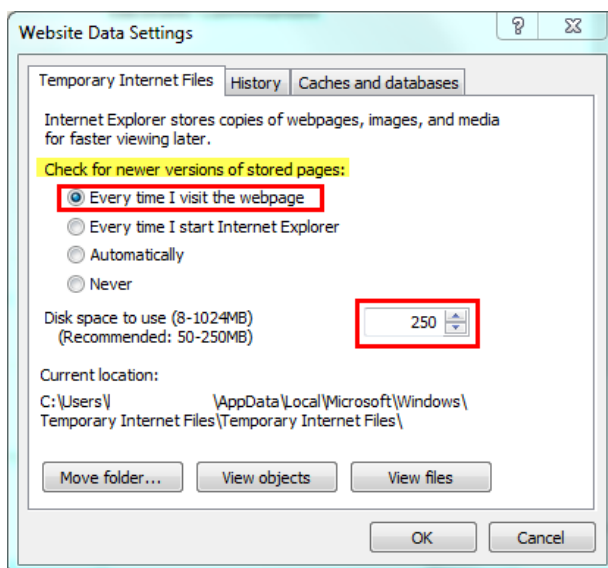


Caching (cont.)

In the **Browsing history** section, click **Settings**.

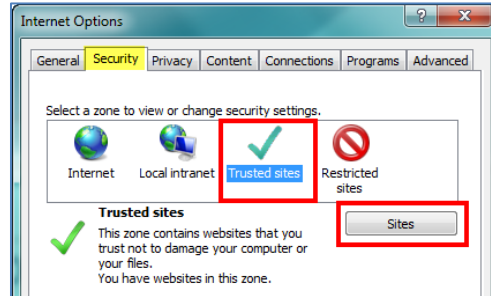


On the **Temporary Internet Files** tab, for the **Check for newer versions of stored pages** option, select **Every time I visit the webpage**. In the **Disk space to use** box, select **250** and click **OK**.



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

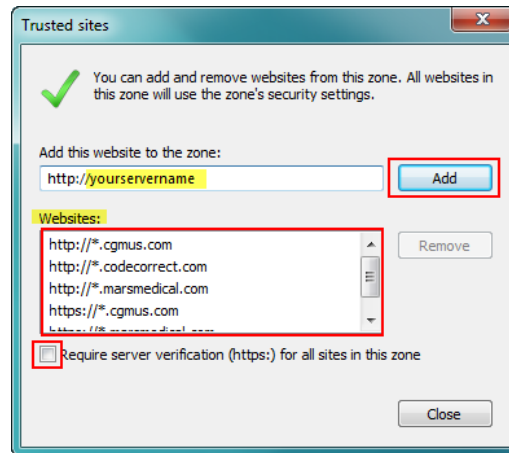
In the **Add this website to the zone:** box, type: `http://YourServerName` or *address*. This URL will be provided by either CompuGroup Medical US or your IT Department. Click **Add**.

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

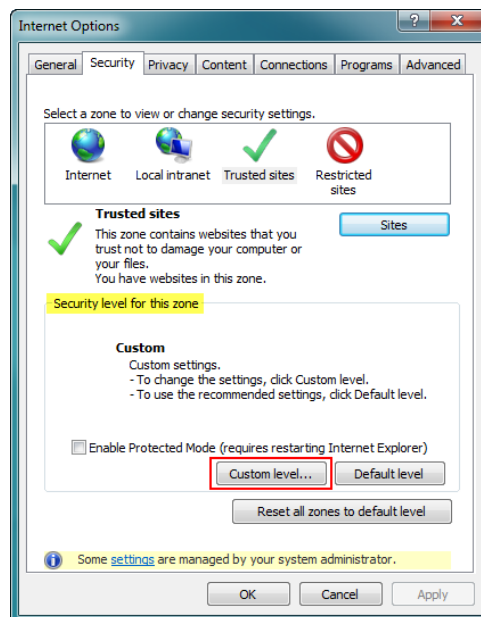
<code>http://*.cgmus.com</code>	
<code>https://*.cgmus.com</code>	
<code>http://*.codecorrect.com</code>	(for CGM webCODER™)
<code>https://*.manageedocs..com</code>	(for CGM PinPoint™)
<code>https://*.eblvd.com</code>	

Security Settings (cont.)

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

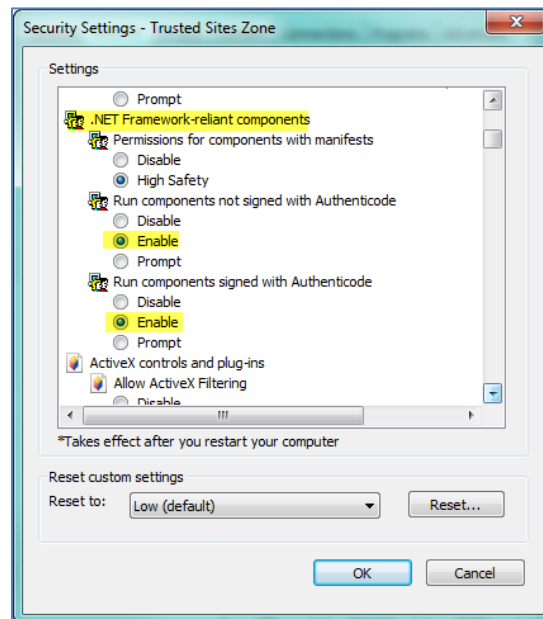


In the **Security level for this zone** section, click **Custom Level**.



Security Settings (cont.)

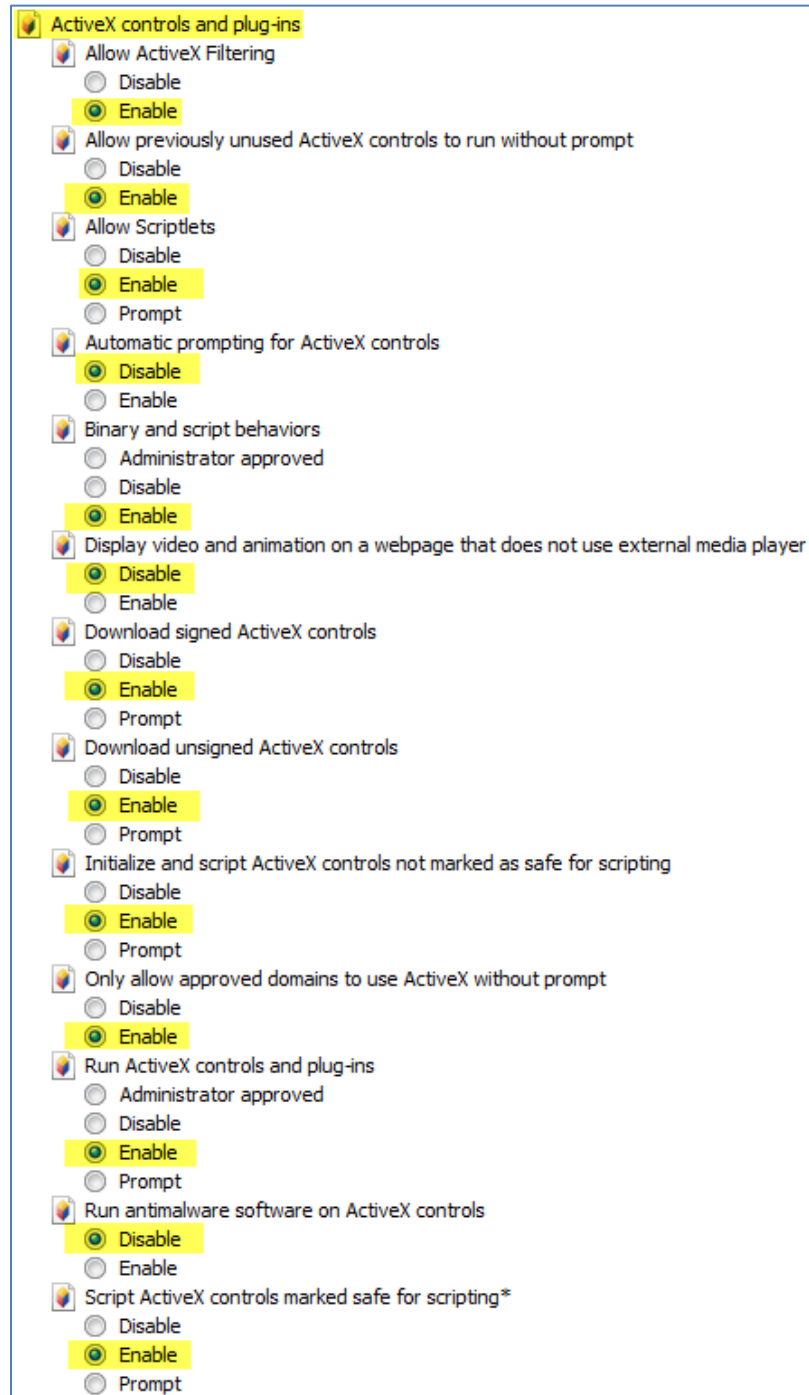
When the **Security Settings – Trusted Sites Zone** dialog box displays, scroll down to the **.NET Framework-reliant components** settings. Change the settings to match those shown in the image below.



Security Settings (cont.)

ActiveX Settings

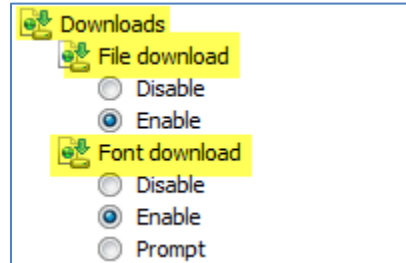
Scroll down to the **ActiveX controls and plug-ins** section. Change the settings to match those shown in the image below.



Security Settings (cont.)

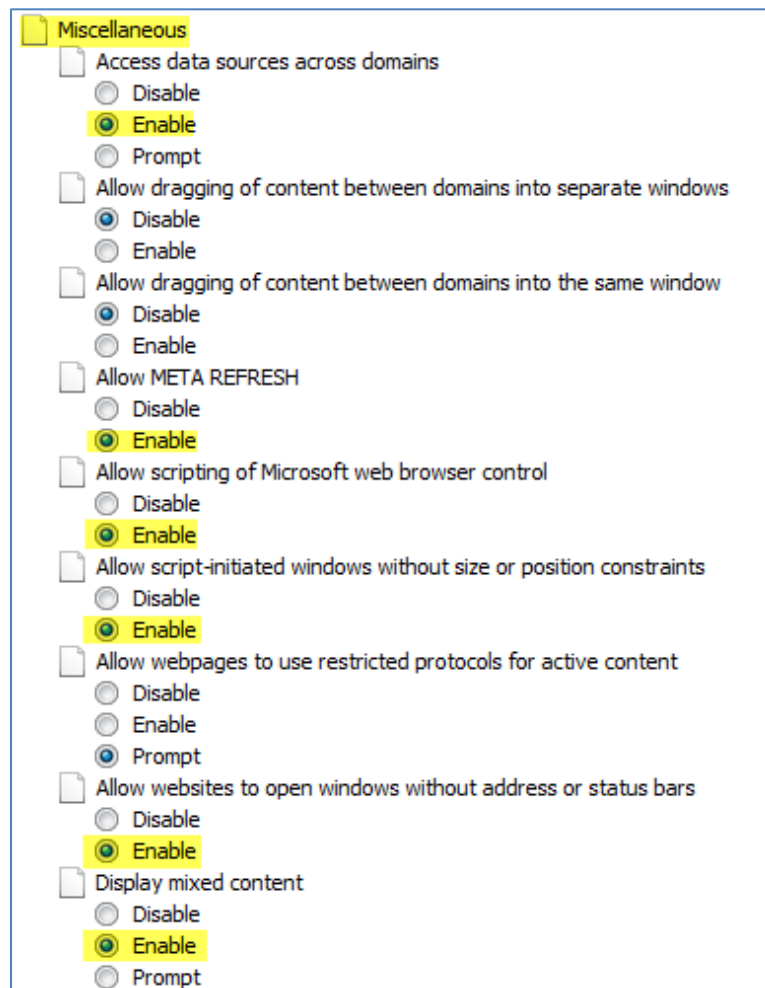
Downloads Settings

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



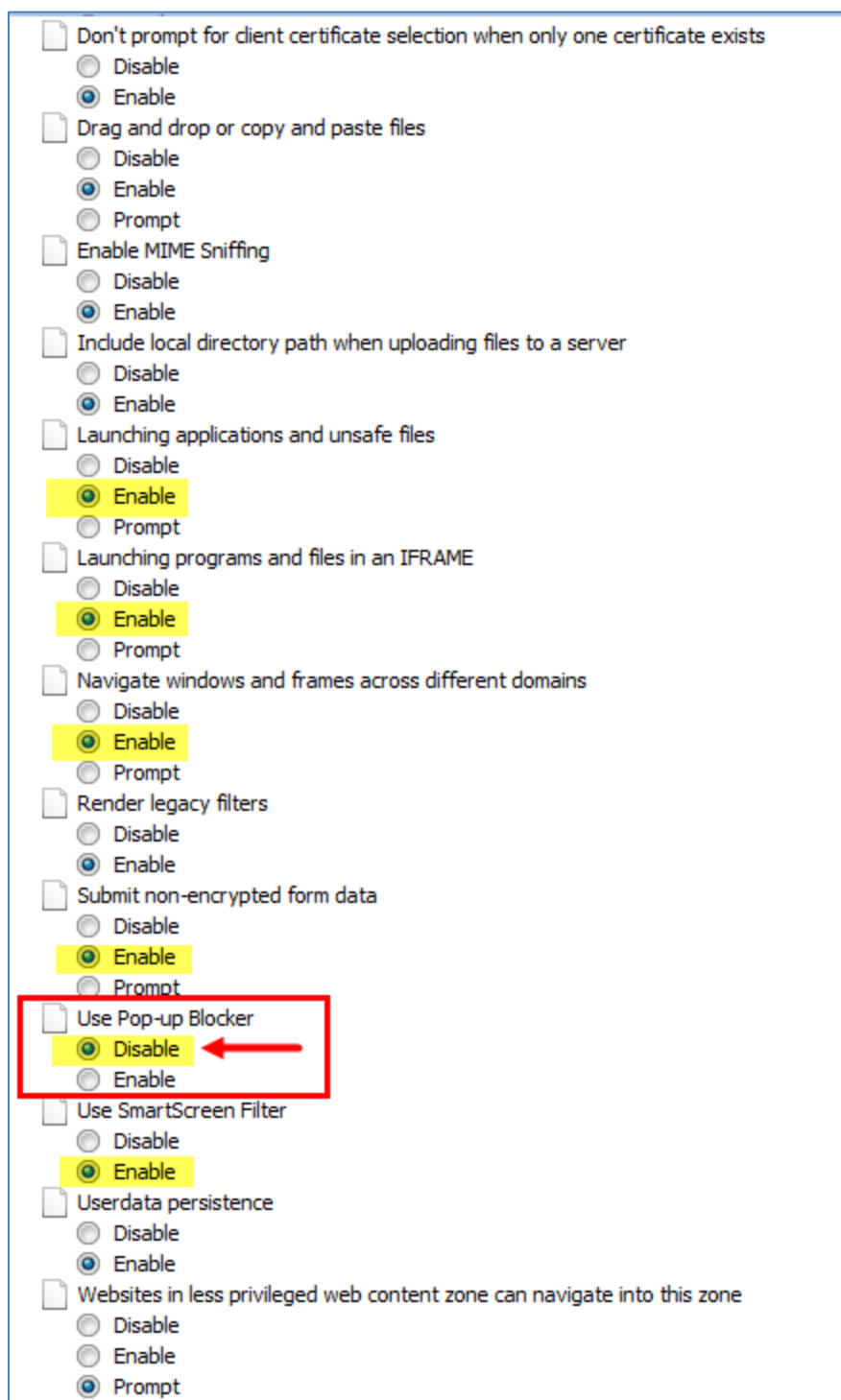
Miscellaneous Settings

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.



Security Settings (cont.)

Miscellaneous Settings (cont.)



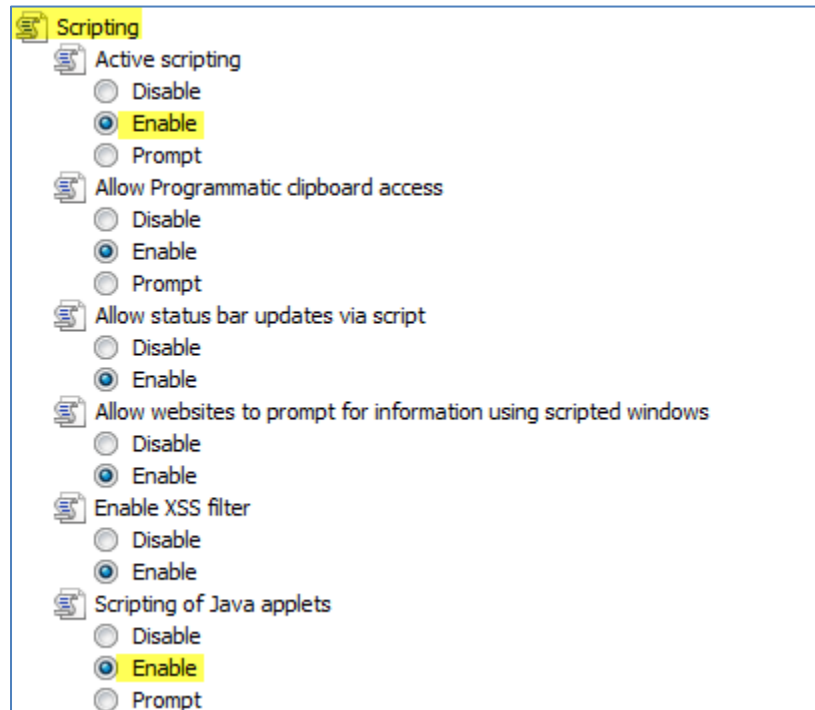
The screenshot displays the 'Miscellaneous' settings page in Internet Explorer. The settings are organized into a list with expandable icons on the left. The 'Use Pop-up Blocker' setting is highlighted with a red rectangle and a red arrow pointing to the 'Disable' radio button. Other settings include 'Don't prompt for client certificate selection when only one certificate exists', 'Drag and drop or copy and paste files', 'Enable MIME Sniffing', 'Include local directory path when uploading files to a server', 'Launching applications and unsafe files', 'Launching programs and files in an IFRAME', 'Navigate windows and frames across different domains', 'Render legacy filters', 'Submit non-encrypted form data', 'Use SmartScreen Filter', 'Userdata persistence', and 'Websites in less privileged web content zone can navigate into this zone'.

Setting	Selected Option
Don't prompt for client certificate selection when only one certificate exists	Enable
Drag and drop or copy and paste files	Enable
Enable MIME Sniffing	Enable
Include local directory path when uploading files to a server	Enable
Launching applications and unsafe files	Enable
Launching programs and files in an IFRAME	Enable
Navigate windows and frames across different domains	Enable
Render legacy filters	Enable
Submit non-encrypted form data	Enable
Use Pop-up Blocker	Disable
Use SmartScreen Filter	Enable
Userdata persistence	Enable
Websites in less privileged web content zone can navigate into this zone	Prompt

Security 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.



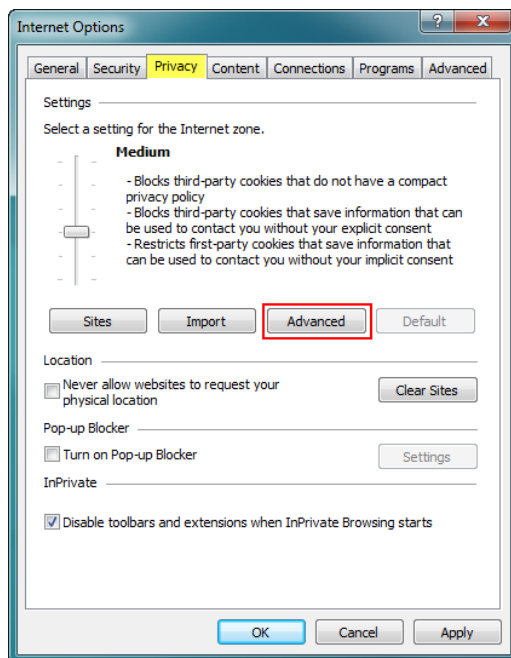
On the **Security Settings – Trusted Sites Zone** dialog box, click **OK**.

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**.



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

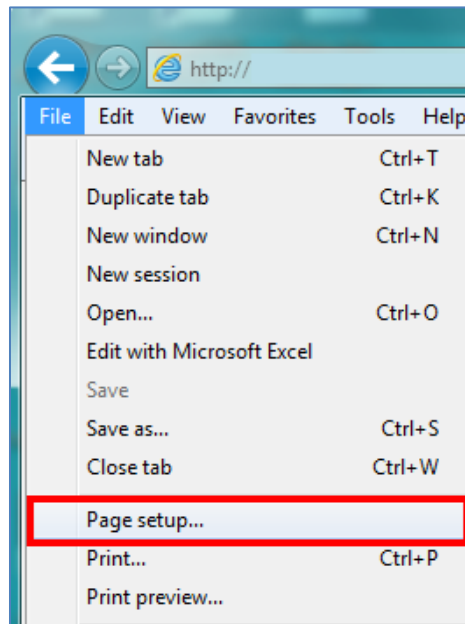


On the **Internet Options** dialog box, click **OK**.

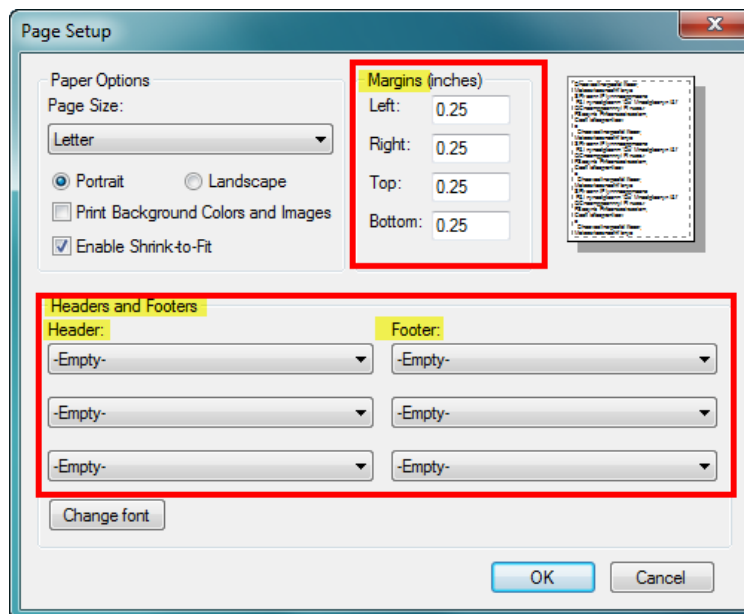
To make the changes effective, you will need to close IE by closing the **CGM webPRACTICE** Launch page.

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**.



Configuring IE for CGM webPRACTICE is complete.

Click **Log In** and log in as usual.

