

CTsource Enable Pop-Ups and Browser Settings (Updated January 4, 2021)

Enabling Pop-ups in the following Browsers:

1.1 Enabling Pop-ups in Chrome

- 1. Open Chrome.
- 2. In the top-right corner, click the Chrome menu.

/		Θ	—			×
New Tab	×				\searrow	
$\ \ \leftarrow \ \ \rightarrow \ \ \mathbf{G}$	۹	Θ	.☆	0	G	1
			_			_

3. Click Settings.

New tab		(Ctrl+T	
New window		Ctrl+N		
New incognit	to window	Ctrl+Sh	nift+N	
History			•	
Downloads		(Ctrl+J	
Bookmarks			►	
Zoom	-	90% +	53	
Print		(Ctrl+P	
Cast				
Find		(Ctrl+F	
More tools			►	
Edit	Cut	Сору	Paste	
Settings				
нер				
Exit		Ctrl+Sh	nift+Q	

4. Scroll to the bottom of the Settings Sidebar and select Advanced.

Setti	ings	Q Search settings
.	People	People
Ê	Autofill	
۲	Appearance	
Q	Search engine	
	Default browser	
Ċ	On startup	Get Google smarts in Chrome Sync and personalize Chrome across your devices
Adva	reed	Sync and Google services

5. Under "Privacy and security," select Site settings.

Sett	ings	Q Search settings	
•	People	Privacy and security	
Ê	Autofill		
۲	Appearance	Sync and Google services More settings that relate to privacy, security, and data collection	•
Q	Search engine	Allow Chrome sign-in By turning this off, you can sign in to Google sites like Gmail without signing in to Chrome	
	Default browser		
Ċ	On startup	Send a "Do Not Track" request with your browsing traffic	
Adva	nced	Allow sites to check if you have payment methods saved	
•	Privacy and security	Preload pages for faster browsing and searching Uses cookies to remember your preferences, even if you don't visit those pages	
\oplus	Languages		
<u>+</u>	Downloads	Manage certificates Manage HTTPS/SSL certificates and settings	
ē	Printing		
Ť	Accessibility		
٩	System	Clear browsing data Clear history, cookies, cache, and more	•

6. Select Popups and Redirects



7. In the Allow section, select ADD

← Рор	o-ups and redirects	Q Search		-
Blocked (r	ecommended)		0	
Block			Add	
No	sites added			
Allow	https://webprocure-stage.perfect.com:443	J	Add :	
Allow				ADD
Ľ	perfect.com			• •
ß	https://webprocure.perfect.com			• •
٥	https://webprocure-stage.perfect.com			*

8. Add [*.]perfect.com as a trusted site.

Add a site		×
Site [*.]perfect.com		
	CANCEL	ADD

1.2 Enabling Pop-ups in Edge

- 1. Open Edge.
- 2. In the top-right corner, click the Settings and More menu.



3. Click Settings. Brings up General

	٥	×
\$= 1	L 🖻	
∃ New window	C	trl+N
🖾 New InPrivate window	Ctrl+Shi	ift+P
Zoom — 10	0% +	2
r∕≡ Favorites	C	Ctrl+1
≌ Reading list	Ct	rl+M
∎\ Books	Ctrl+Shi	ift+U
1 History	C	trl+H
	C	Ctrl+J
S Extensions		
Show in toolbar		>
员 Print	C	trl+P
✓ Find on page	C	trl+F
A ⁽⁾ Read aloud	Ctrl+Sh	ift+G
-🛱 Pin this page to the taskbar		
More tools		>
🐼 Settings		
? Help and feedback		>

4. Select the Lock to Get to Browser Security Settings



5. Scroll down to Popups



To Unblock pop-ups turn "off"

- 6. OR when go to the sites below add exception to Always Allow Popups:
 - i. https://webprocure.perfect.com
 - ii. https://webprocure-stage.perfect.com
 - iii. https://help.perfect.com

pro	actis		Envir	onm	ent S	SALES	SDE	MO :(11.4	4.56 A Error
*	Request 🗸	Order 🔫	Solicitations -	Contracts 🔻	Invoice 🔻	Analytics 🔻	Vendors	- Admin -	Your browser's pop-up blocker is enabled. Please disable it or add an
New	s and Info	rmation!					My	Links	exception for this site.
Welco	ome to Proac	tis' online ePro	ocurement solution	!				dd New Link	
Das	nboard								
							_		
		Microsoft Edg	e blocked a pop-up	from webprocure	-demo.perfect	.com.		Allow ond	e Always allow X

1.3 Enabling Pop-ups in Firefox

- 1. Open Firefox.
- 2. Select the browser menu option.



3. Click Options.



4. Click the Privacy & Security icon.



5. Scroll down to the Permissions section. Make sure that Block pop-up windows is activated (checkbox).

Block pop-up windows

Exceptions...

- 6. Select the Exceptions button beside the Block pop-up windows checbox.
- 7. Enter each of the websites below into the Allowed Websites list.
 - i. https://webprocure.perfect.com
 - ii. https://webprocure-stage.perfect.com
 - iii. https://help.perfect.com

You can specify which websites are allowed to open pop-up	windows. Type the exact address of	the site you
want to allow and then click Allow.		
A <u>d</u> dress of website		
		Allow
Website	Status	
https://help.perfect.com	Allow	
https://webprocure-stage.perfect.com	Allow	
https://webprocure.perfect.com	Allow	

8. Select the Save Changes button.

1.4 Enabling Pop-ups in Internet Explorer (IE is not recommended)

- 9. Open Internet Explorer.
- 10. Click on Tools icon in the upper right corner of the screen.



11. Select Internet options.



12. Select the Privacy tab.



13. In the Pop-up Blocker section, select the Settings button.



- 14. Add the following web addresses to the list of Allowed sites:
 - i. help.perfect.com
 - ii. webprocure.perfect.com
 - iii. webprocure-stage.perfect.com



- 15. Select the Close button.
- 16. Select the OK button.