## How to Optimize Internet Explorer 10 for ERP & print back-up for your Requisitions

As you may (or may not) be aware, our IT department recently pushed an upgrade to Internet Explorer 10, as I.E. 8 had become a prime target for hackers, and I.E. 9's backward-compatibility did not work well with our ERP system and some other products currently used at Case. For those of you who have been cursing at your computer ever since this upgrade, here are some simple steps to improve your life:

1. In Internet Explorer, click Compatibility Mode (broken page icon). Depending on how you have your I.E. template set up, it may look a little different than in the illustration below, but the icon will be similar:

EManage Requisitions - Windows Internet Explorer					
COO V // https://fin.case.edu/psp/finprd/EMPLOY		<i> M</i> anage Requ	lisitions	×	
👍 🔁 Suggested Sites 🔹 뷀 Buy Ship 🔹 🎳 CWRU 👻	🎉 Jrnls EN 🔹 🥻 Local 🔹	🍌 Sara Faves 🔻	🍌 Travel 🔻	🎉 UH 👻 🎳 Grants 🕶	🍌 Organization Website
CASE WESTERN RESERVE					
	stibility mode ON				
Compa	tibility mode ON.				

2. After completing a Req, (A) go to Manage Requisitions, (B) click on the Requisition of interest, then (C) choose Requisition Schedule and Distribution.

	Menu 🗖						
	Search:						
	>>>						
	My Favorites	Manage Reg	uisitions				
	Employee Self-Service Manager Self-Service	Search Requisiti					
	Vendors		ns, edit the criteria below and cl	ck the Search button.			
	▶ Purchasing	Business Unit:	CASE1 × Q	Requisition Name:			
		Requisition ID:		Request Status:	All but Complete 🗸	Budget Status:	~
	- Procurement Matrix					Budget status:	•
	- Create Requisition	Date From:	07/25/2013	Date To:	08/01/2013		
	- Manage Requisitions	Requester:	sac 🔍	Entered By:	Q	PO ID:	0
	My Profile						
	Services Procurement	Search	Clear				
	Travel and Expenses	Requisitions					
	Accounts Payable Asset Management	To view the lifespar	and line items for a requisition,	click the Expand triangle	icon: D		
	Commitment Control	To edit or perform a	nother action on a requisition, m	ake a selection from the	Action dropdown list and clic	k Go.	
	<ul> <li>General Ledger</li> <li>Case Departmental Deposits</li> </ul>	Reg ID	Requisition Name	BU Date	Status Budget	<u>Total</u>	
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Requisitions)	- <u>My Personalizations</u>	1					
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	Edit Req	lighting					(select Req Schedule
							and Distribution)
	Return to Mar	hage Requisitions	equisition Schedule and Distribu	tion )			

3. Note that Requisition Schedule and Distribution shows a complete record, nicely formatted (I've redacted Speedtype, amounts & comments – but they're all there) ! ③

- A. If you have multiple lines in your Requisition, click View All so line details for all lines are displayed.
- B. At the printer icon upper right, click the pull-down arrow to select Print Preview.

	3A (View All)		3B (Print Preview)
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Requisition Schedule and Distribution			
Business Unit: CASE1 Requisition ID: 1000	Total Amount:	USD	
Requester: sac Req Name: Cenveo Ann	als 2013 Status: Pending	Date: 07/30/2013	
Line	View	All First 🗹 1 of 1 🕩 Last	
Line: 1 Cenveo publishing services 2013; Quantity: 1.00	00 UOM: EA Price:	USD	
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BioEnterprise 11000 Cedar Avenue			
Cleveland OH 44106			
Return to Previous Page Return to Manage Requisitions			

4. From the Print Preview screen (A) select "Only the selected Frame" and if you'd like, you can (B) change the zoom level from Shrink to Fit to one that fits more or less text on the page (can even do Custom zoom levels). Also, you could (C) deselect the header & footer information so the page looks less cluttered – but that's a



Now you're ready to click the printer icon and send it to your printer. Hope this helps!!

--Sara Torok, sac@case.edu