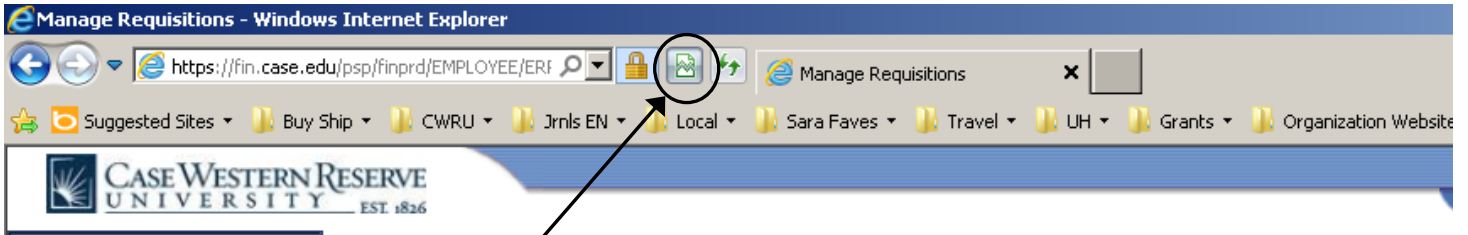


## How to Optimize Internet Explorer 10 for ERP & print back-up for your Requisitions

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:



Compatibility 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.

**Manage Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: CASE1 x      Requisition Name:

Requisition ID:       Request Status: All but Complete      Budget Status:

Date From: 07/25/2013      Date To: 08/01/2013

Requester: sac      Entered By:       PO ID:

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
10	Cenveo Annals 2013	CASE1	07/30/2013	Pending	Valid	10USD	<Select Action...> Go
1000	CBG rental PCOR12 kic...	CASE1	07/29/2013	PO(s) Dispatched	Valid	10USD	<Select Action...> Go

[Create New Requisition](#)    [Inquire Change Request](#)    [Inquire Receipts](#)    [Requisition Report](#)

### Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
Cenveo Annals 2013	1000	CASE1	07/30/2013	Pending	0

Justification / Comments:

Line	Item Description	Source	Status	Amount Only	Qty	Price	Status	Total
1	Cenveo publishing services 2...	Not Sourced	N	1.0000	Each	10000 USD	Pending	0

Line Comments:  
 << Please upfund existing P.O.,

[Return to Manage Requisitions](#)

[Requisition Schedule and Distribution](#)

2C  
(select Req Schedule and Distribution)

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

- 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)**

Internet Explorer  
 sp/finprd/EMPLOYEE/ERI  
 Manage Requisitions

Business Unit: CASE1    Requisition ID: 1000    Total Amount:    USD  
 Requester: sac    Req Name: Cenveo Annals 2013    Status: Pending    Date: 07/30/2013

Line: 1 [Cenveo publishing services 2013](#)    Quantity: 1.0000    UOM: EA    Price:    USD

Category ID: 00139 Professional & Consulting Serv

Schedule: View All    First 1 of 1    Last

Sched: 1    Ship To: SAC    Due:    Attention: 402B/Sara Ann Torok  
 Quantity: 1.0000    Price:    Amount:    USD

Distribution: Customize    First 1 of 1    Last

Dist #	Req Qty	Percent	Amount	Speed Type	Account	Event	Fund	Dept	Project	Class
1	1.0000	100.0000		SPC	533200		96220		SPC	10

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 personal preference.

**4A (Only the Selected Frame)**

**4B (change zoom as/if needed)**

**4C (optional) (remove header/footer)**

Print Preview

As laid out on screen  
**Only the selected frame**  
 All frames individually

Shrink To Fit

Select Content (Alt+F)

1 Page View

Requisition Schedule and Distribution

Business Unit: CASE1    Requisition ID:    Total Amount:    USD  
 Requester: sac    Req Name: Cenveo Annals 2013    Status: Pending    Date: 07/30/2013

Line: 1 [Cenveo publishing services 2013](#)    Quantity: 1.0000    UOM: EA    Price:    USD

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

--Sara Torok, sac@case.edu