

To Do List for New Tempo Users

Important Browser Settings for TEMPO

1. Set Internet Options to "Empty Internet Temporary File folder when browser is closed". This will clear out temporary files after each session.
 - a. From Internet Explorer, on the Tools menu, click Internet Options,
 - b. Click the Advanced tab
 - c. Scroll down under the Security Section
 - d. Check the box beside "Empty Internet Temporary Files folders when browser is closed."
 - e. Click Apply and OK.

2. Set Internet Explorer to check for new versions of pages each time a page is viewed. This setting will prevent your browser from displaying older versions of the page you wish to view.
 - a. From Internet Explorer, on the Tools menu, click Internet Options,
 - b. Under the General Tab, click Settings
 - c. Check "Every visit to the page"
 - d. Click OK.
 - e. Click OK again.

3. If some reports are printing on multiple pages, the Page Margins can be modified and the Headers and Footers removed.
 - a. From Internet Explorer, click on File
 - b. Select Page Setup
 - c. Change all the margins to .25 inches
 - d. Select and delete any Header and Footer information that may be present in these boxes
 - e. Click OK

4. The font size displayed on the screen can be changed:
 - a. In Internet Explorer , click View
 - b. Select Text Size
 - c. Select the desired size. Recommended setting is Medium.

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FOR PUBLIC WORKSTATIONS - to protect passwords and private information such as credit cards from being saved on machines being used by more than one user.

Turn off the Auto Complete.

- a. In Internet Explorer, on the Tools menu, click Internet Options.
- b. Click the Content tab.
- c. Under Personal information, click AutoComplete
- d. Clear any check mark next to User names and passwords on forms
- e. Click the Clear Passwords button to remove items already stored.
- f. Click OK on both windows.