

STEPS TO CONFIGURE YOUR MAC PROXY SETTINGS TO ENABLE DOCUMENTS TO BE ATTACHED TO A REQUISITION IN SAP

NOTE: If you need assistance configuring your proxy and browser settings for a MAC, please contact the BRITE Support Center at 754 321-8120. The BRITE Support Center will use LANdesk to assist you. Otherwise, please follow the steps provided below to configure your workstation.

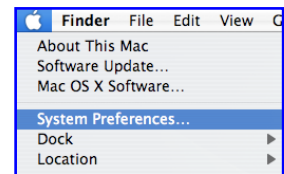
These procedures apply to Mac OS X version 10.4.x (Tiger), not 10.5.x (Leopard). The same principles apply, although some icons, windows and features described herein may appear or be located differently in Leopard.

TIPS:

- Follow these steps to enable a MAC computer to attach a document to a requisition in SAP (BRITE)
- **Ensure no applications are running prior to beginning the test/corrective actions**

Step 1: Open Network Settings Preference Panel

- From the **Apple** menu at the top left of the Mac screen, choose **System Preferences**.
- In the **Internet & Network** row of **System Preferences**, find the **Network** preference icon that looks like a globe with lines through it.
- Single-click** on **Network** Preferences or the appropriate icon to open it.

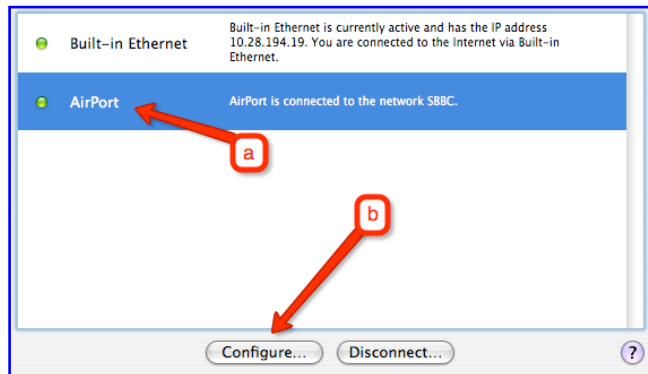


Step 2: Navigate to Proxy Settings

Note: Proxy settings are specific to the network adapter/network connection type the customer is using. If the Customer is using a Wireless connection, the proxy settings for that network adapter need to be inspected/changed; same procedure for Wired/Ethernet connections.

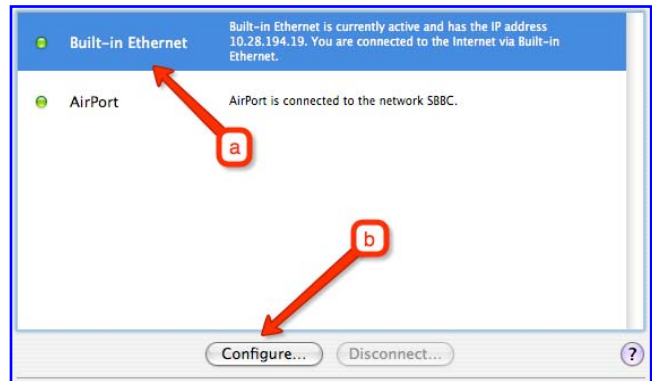
1) Procedure for **Wireless/Airport** Network Connection

- Choose **Airport** from the **Show** popup menu. The window will change to reflect network settings for this network adapter. (Picture on Next Page)
- Click **Configure**
- Proceed to Step 3



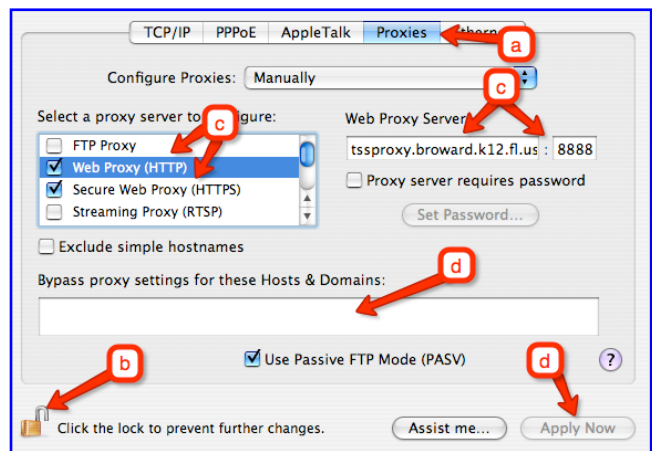
2) Procedure for **Wired/Ethernet** Network Connection

- a) Choose **Built-In Ethernet** from the **Show** popup menu. The window will change to reflect network settings for this network adapter.
- b) Click **Configure**
- c) Proceed to Step 3



Step 3 - Inspect/Change Proxy Settings

- a) Click on **Proxies** from the horizontal tab bar in the **Network preference** window.
- b) Unlock the settings panel (if lock is locked)
- c) Inspect the proxy settings – proxy should already be checked “on” for at least **Web Proxy** and **Secure Web Proxy**, and the **tssproxy.broward.k12.fl.us** with port **8888** should be present for each service. Confirm, and document these settings.
- d) In the lower portion of the window, view if present, **remove “broward.k12.fl.us”** from the **proxy settings** field. Click the “**Apply Now**” button located at the bottom right of the window.



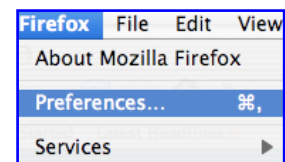
- e) **Close** the Network preferences window (click the red ball at the top left of the window).



Step 4 – Miscellaneous Firefox Settings

If Firefox2.0.0.7 is not running, launch it... Verify the user has all other applications closed, and that Firefox is the only running application.

- a) From the **Firefox** menu at the top left of the screen, insure that the Firefox version installed is 2.0.0.7.
- b) Choose **Preferences** from the Firefox menu.



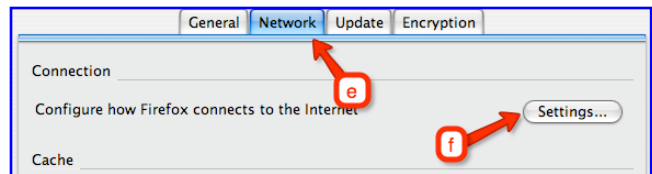
c) Click the **Advanced** icon that looks like a gear near the top right of the window.

d) Click **Update** tab and **uncheck** the Firefox check box under **Automatically check for updates**.



e) Click once on the **Network** tab to reveal Firefox's network settings.

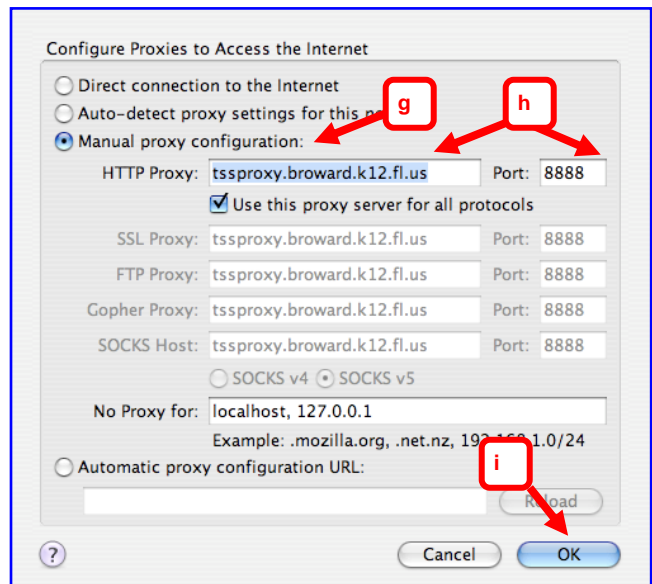
f) Click the **Settings** button under **Connection** to inspect how Firefox is connecting to the network.



g) Insure that the **Manual Proxy Configuration** radio button is clicked and if it is not, click this radio button.

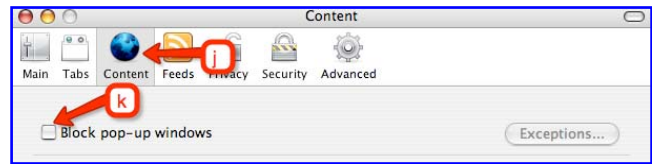
h) Inspect the proxy settings – the proxy server address **tssproxy.broward.k12.fl.us** with port **8888** should be entered in the box labeled **HTTP Proxy**. Click the check box next to the label *'use this proxy server for all protocols.'*

i) Click the **OK** button at the lower right of the window to save changes.



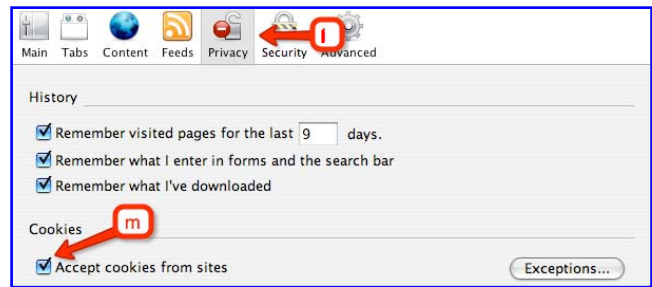
j) In the Preferences window, click the **Content** icon at the top of the window.

k) Insure that the box with the label '**Block pop-up windows**' is not checked. If the box is checked, uncheck the box.



l) Click the "**Privacy**" icon at the top of the window in the Preferences window.

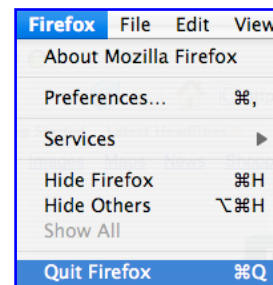
m) Insure that the box with the label '**Accept cookies from sites**' is checked. If the box is not checked, then check the box.



n) **Close** the window (click the red ball at the top left of the window).



o) **Quit** Firefox

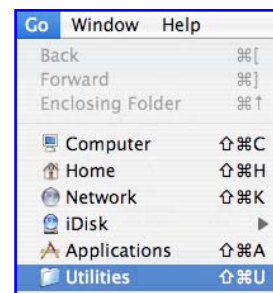


Step 5 – Verify Java Runtime Environment

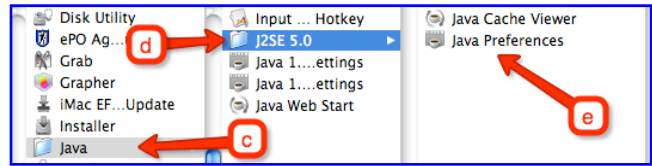
The below change requires a restart of Firefox. If you make the change without closing Firefox, you will need to close Firefox after making the change and restart Firefox.

a) Insure that the operating system is Macintosh OS 10.4. If not OS 10.4, upgrade the operating system to OS 10.4. and continue with the following steps.

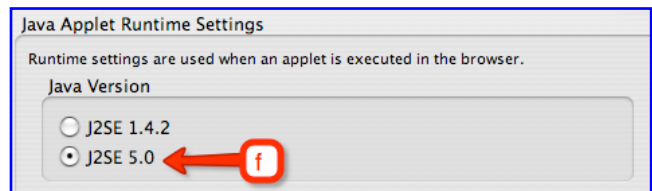
b) Go to the **Go** pull-down menu and select **Utilities**



- c) Double-click the icon **Java** in the resulting window
- d) Double-click the icon **J2SE 5.0** in the resulting window.
- e) Double-click the **Java Preferences** icon in the resulting window



- f) Insure that version **J2SE 5.0** is selected to be the version of java to be used by the Macintosh. If this version is not selected, please select this version and save the changes by clicking the **save** button in the lower left hand corner of the screen. If J2SE 5.0 is not available as one of the selections, you will need to select **Software Update** under the **Apple** in the upper left part of the screen and **install** all updates and **retry step 5** again.



- g) **Close** the window by clicking on the red ball in the upper left hand corner of the screen.

