

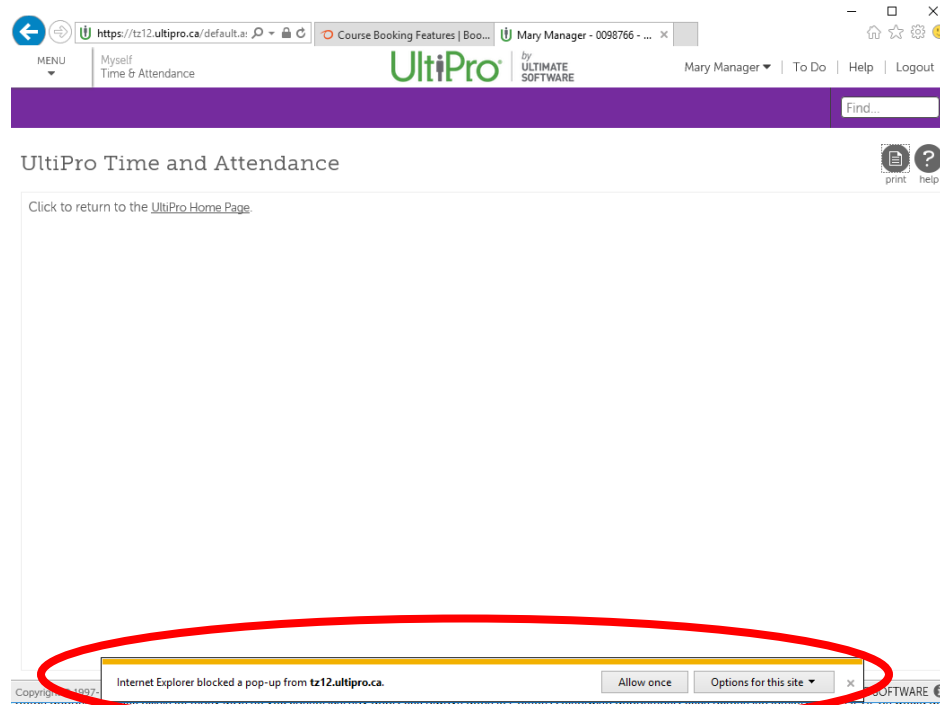
Turning off Pop-Up Blockers

Selecting **Time and Attendance**, **BI Reports** and **Print** is supposed to launch a new tab or browser window. Sometimes nothing seems to happen, usually because of a pop-up blocker.

First, make sure you are using one of the approved browsers (Chrome, Internet Explorer, Safari, Firefox).

What do Blockers Look Like?

Internet Explorer

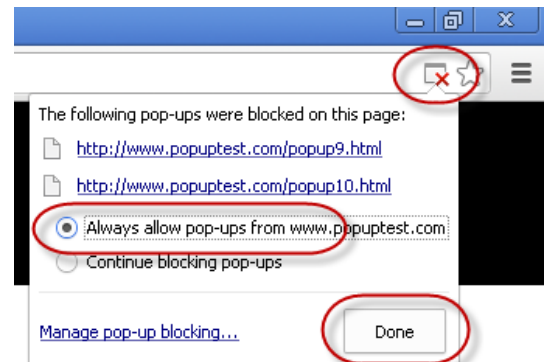


Chrome



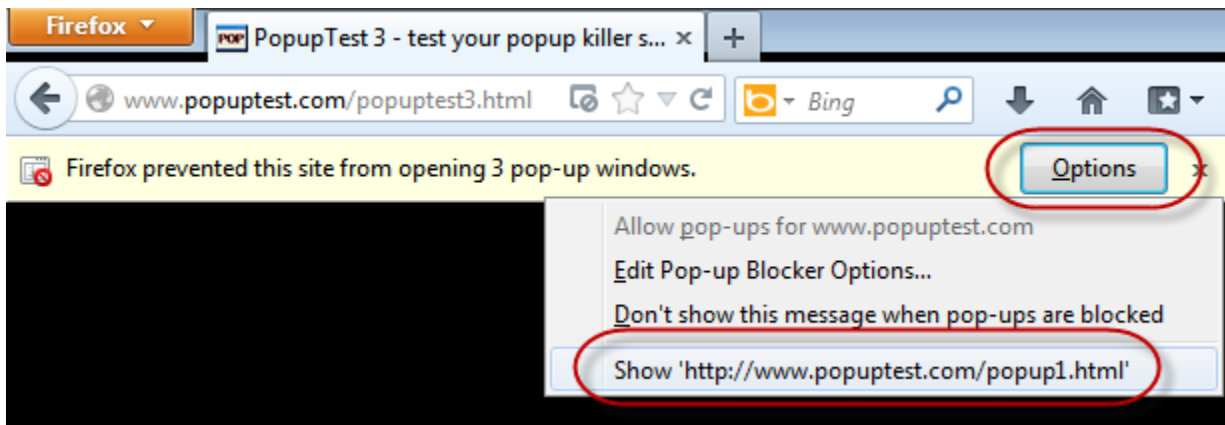
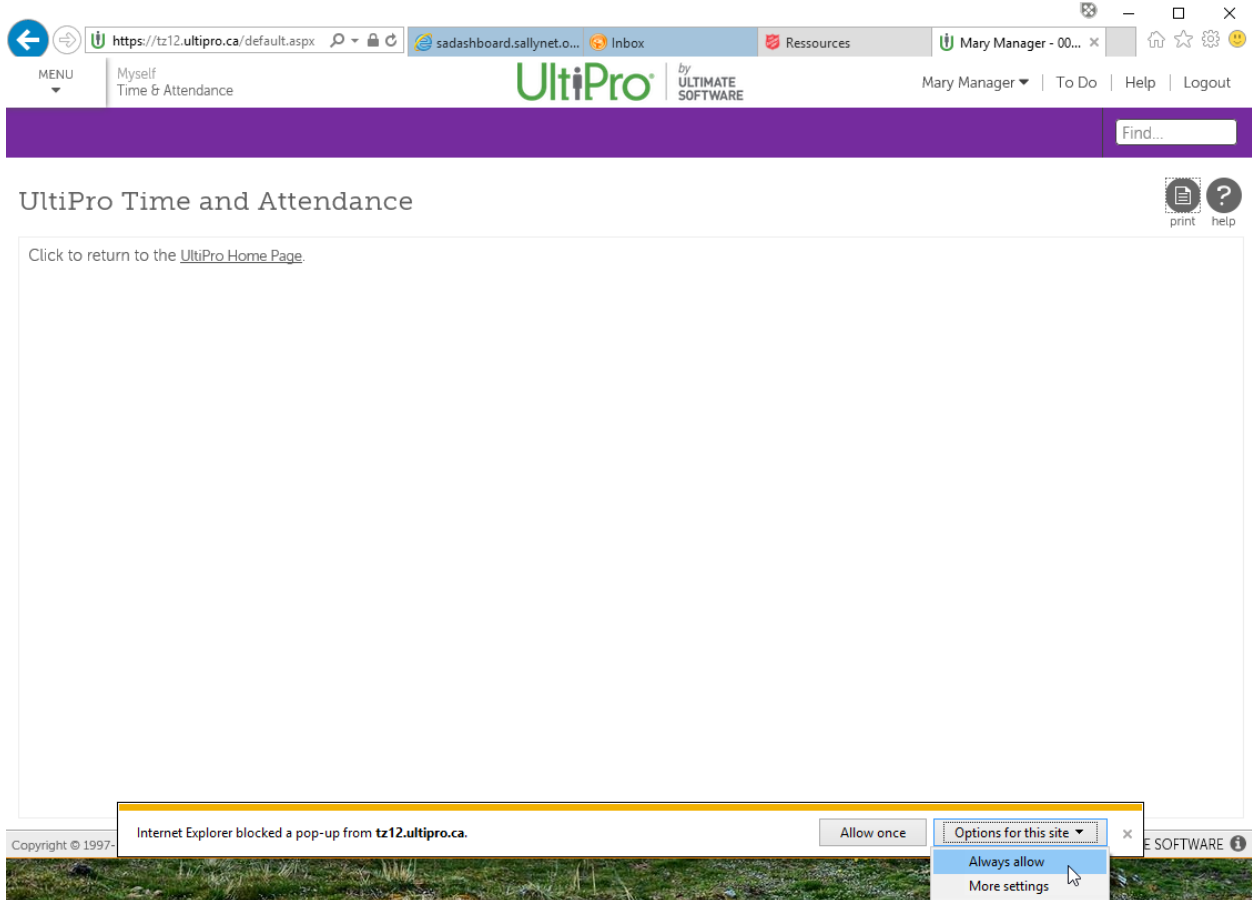
Turn Off Blocker: Chrome

1. At the end of the address bar, click the pop-up blocker icon.
2. To always see pop-ups for the site, select Always show pop-ups from [site].
3. Now Click Menu and select Time and Attendance (or wherever you were going) again.



Turn Off Blocker: Internet Explorer and Firefox

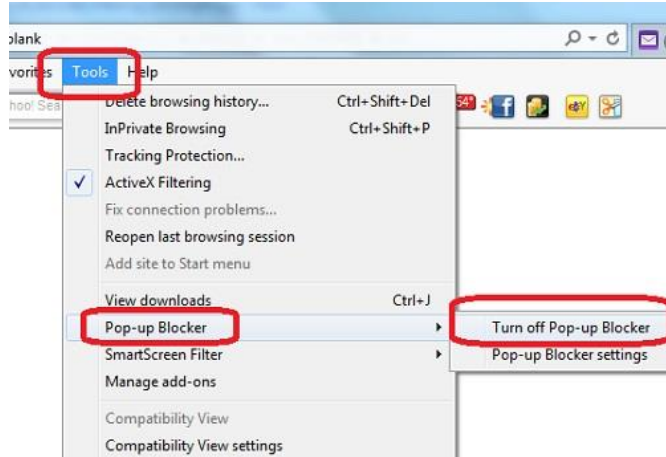
1. In Internet Explorer or Firefox, you may see the Information Bar (a pale yellow bar) appear just below the toolbars or at the bottom of the page.
2. Select **“Always Allow Pop-ups from This Site”** or **“Allow pop-ups for ultipro.com”**.



3. Now Click Menu and select Time and Attendance (or wherever you were going) again.

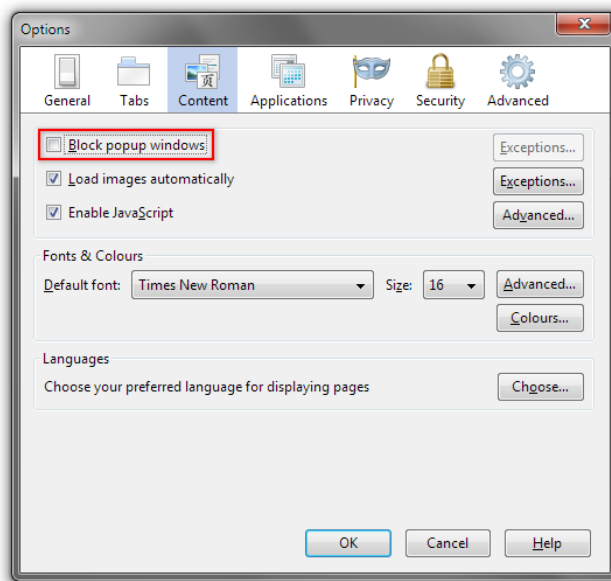
To change pop-up settings manually for **Internet Explorer**:

1. Open Internet Explorer and select Tools > Pop-up Blocker > Pop-up Blocker Settings.
2. In the **Address of website to allow**, type the address (or URL) of the website that you want to allow pop-ups to display: **ultipro.ca**.
3. Click **Add**. Make sure ultipro.ca appears in the Allowed sites list.
4. Click **Close** and **OK** to go back to the Internet Explorer main window.



To change pop-up settings manually for **Firefox**:

1. Open Firefox and select Tools > Options.
2. Select Content.
3. Check the Block Pop-up windows box.
4. Select Exceptions to enter any website that you want to allow pop-ups to display (for example, ultipro.com).
5. Select Allow to add a website to the exceptions list.
6. Select Close to go back to the Firefox main window.



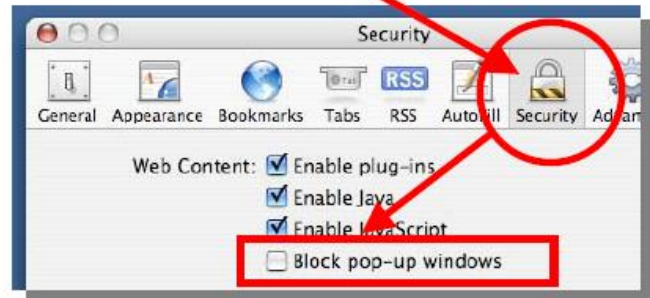
Safari



There are actually two different ways to turn the pop-up blocker on or off in **Safari**



Safari > "Block Pop-Up Windows"



Safari > Preferences > Security