

Turning off Pop-Up Blockers

Sometimes when people click “Time and Attendance” in the Menu or access “Business Intelligence” reports or try to “Print” from UltiPro, nothing seems to happen.

Clicking Time and Attendance, BI Reports and Print will launch a new tab or browser session. When this does not occur it is usually being blocked by a pop-up blocker. First, make sure you are using one of the approved browsers (Chrome, Internet Explorer, Safari, Firefox).

Second, turn off all pop-up blockers, then try clicking the menu item again. To turn off a pop-up blocker:

Internet Explorer or Firefox

1. In Internet Explorer or Firefox, you may see the Information Bar (a pale yellow bar) appear just below the toolbars. This bar may warn you that a pop-up has been blocked.
2. Select this bar and choose Always Allow Pop-ups from This Site to configure Internet Explorer or choose Allow pop-ups for ultipro.com to configure Firefox to allow pop-ups

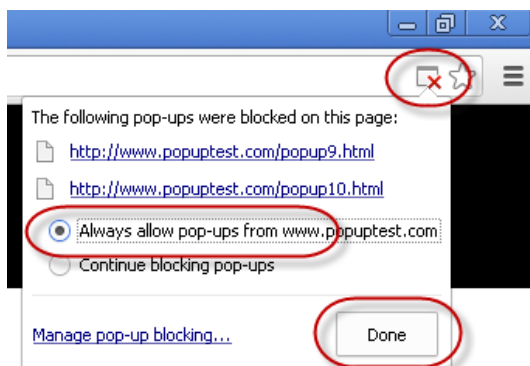
To change pop-up settings manually for **Internet Explorer**:

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 (for example, ultipro.com).
3. Select the Add button. Make sure ultipro.com appears in the Allowed sites list.
4. Select Close and then 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.

Chrome



To change pop-up settings for a site:

1. At the end of the address bar, select the pop-up blocker icon.
2. Select the link for the pop-up window you'd like to see.
3. To always see pop-ups for the site, select Always show pop-ups from [site]. The site will be added to the exceptions list, which you can manage in the Content Settings dialog.

To always allow pop-ups from a particular site for Chrome:

1. In the top-right corner of Chrome, select the Chrome menu icon.
2. Select Settings.
3. Select Show advanced settings.
4. Under Privacy, select the Content Settings button.
5. Under Pop-ups, select Manage exceptions.
6. Enter a website name (for example: ultipro.com) and select Allow from the Behavior drop-down list.
7. Select Done.

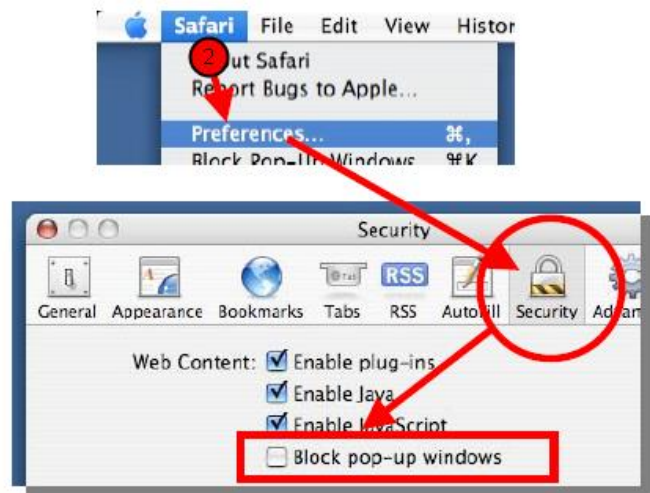
Safari



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