

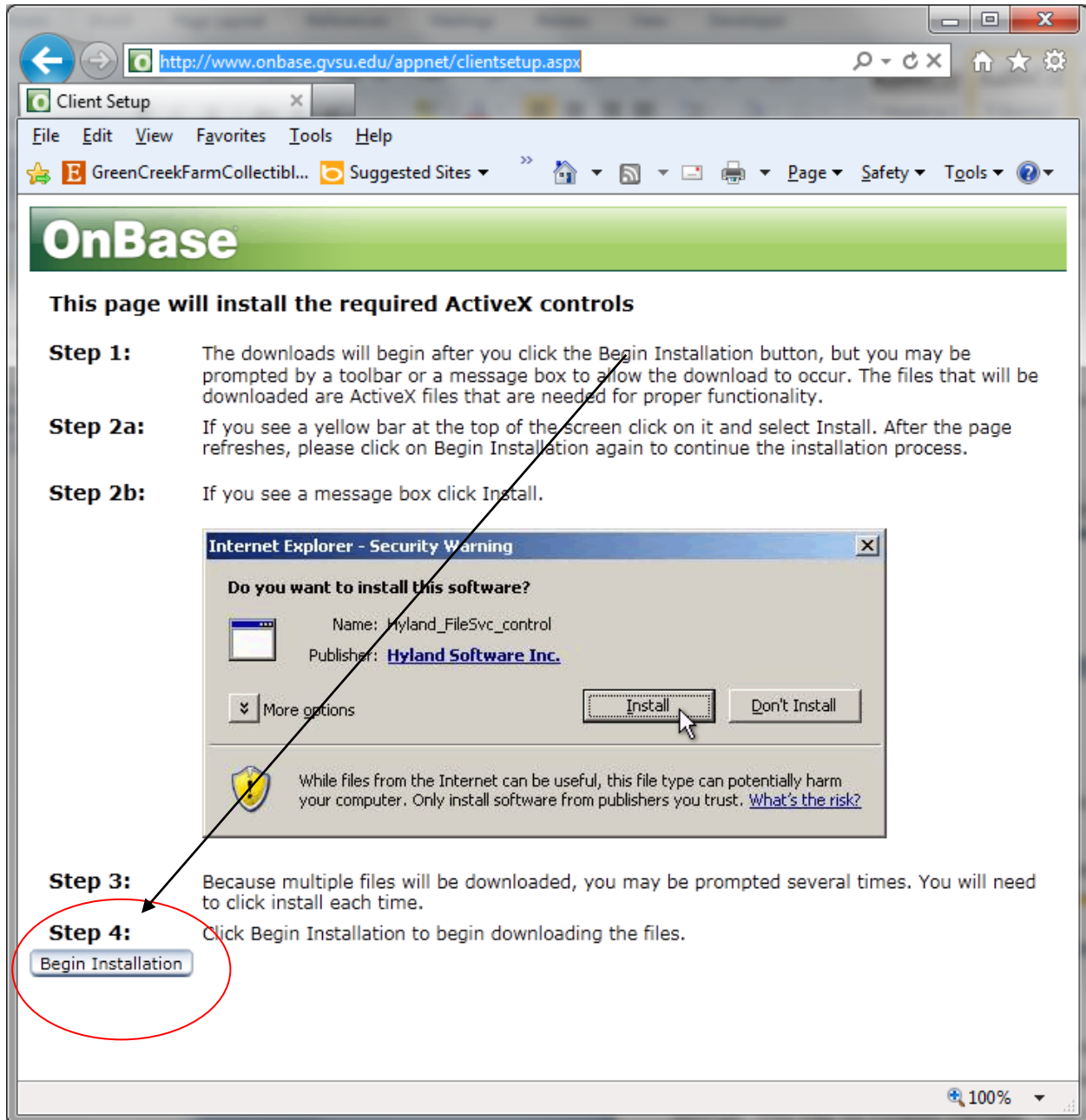
## Onbase 14 Web Client – Information and Settings

### Active-X:

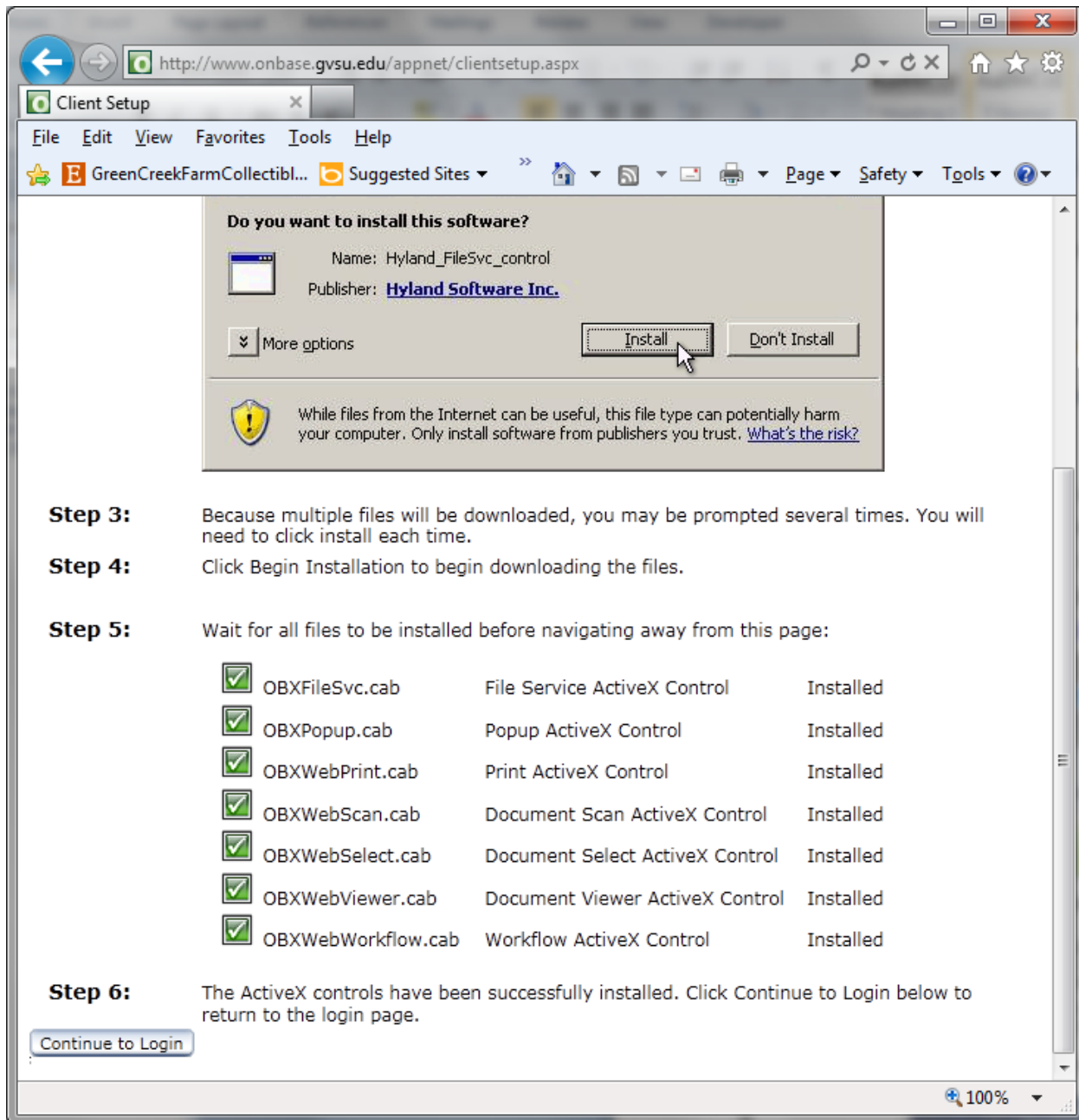
The OnBase Web client will need to install active-x drivers upon first use. This can be done one of three ways:

1. You can go to this url and select “Begin Installation at the bottom” (Step 4).

<http://www.onbase.gvsu.edu/appnet/clientsetup.aspx>



Once installation is complete select “Continue to Login” (Step 6).



2. Run the active-x installer from the office-dfs/software network location.

Click this link to go to the correct folder:

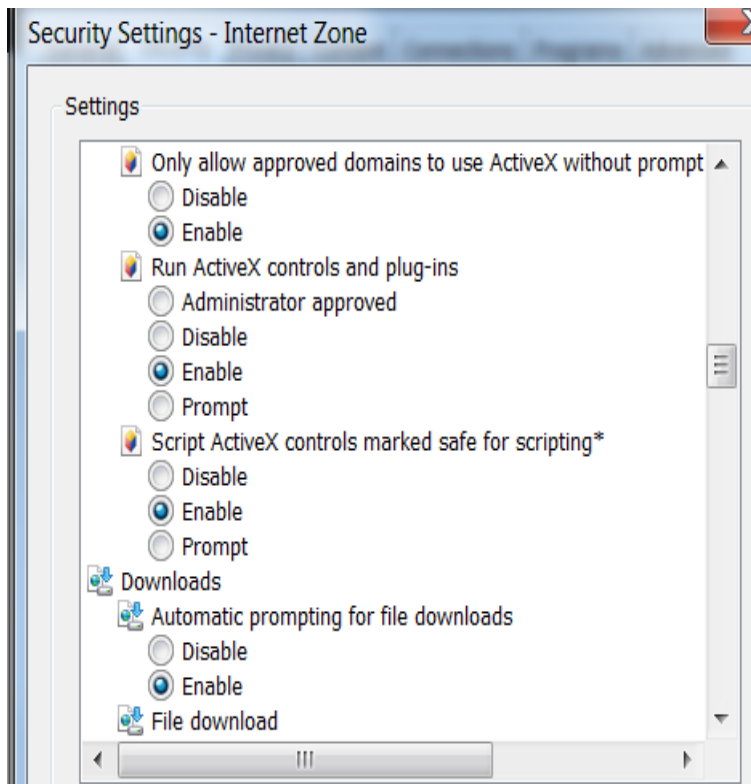
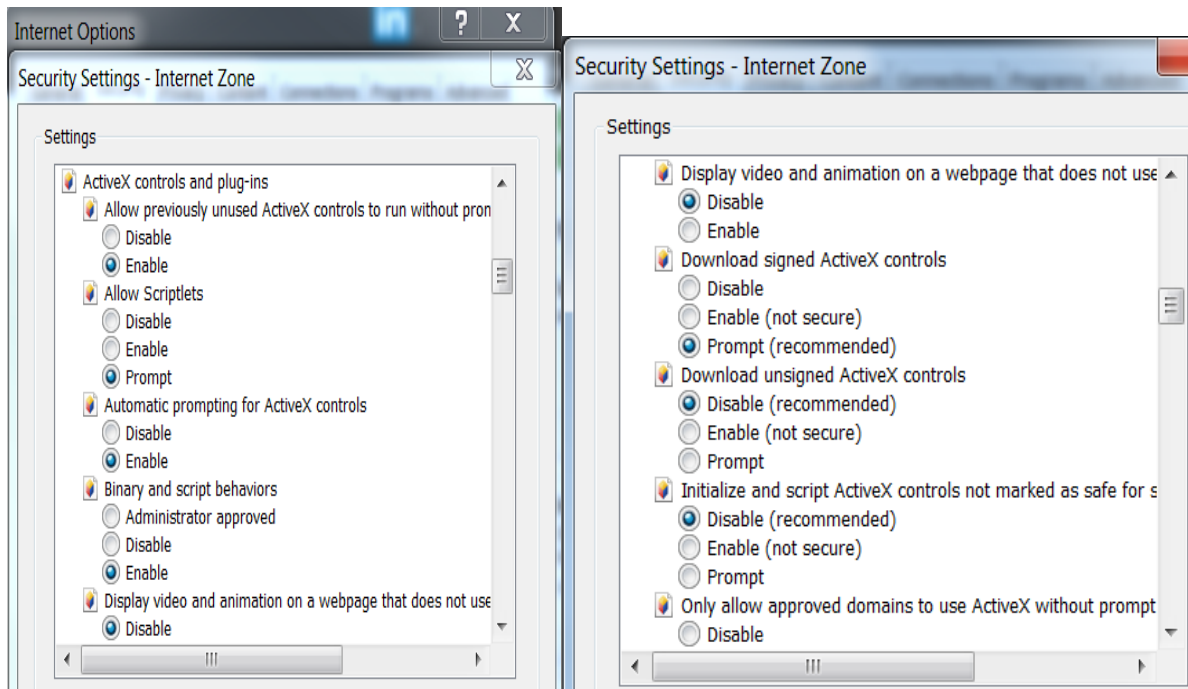
<\\office\dfs\GVSU-Software\ONBASE-ACTIVEX\OnBase14WebActiveXInstall>

Double click the Hyland Web ActiveX Controls file and then select run.

3. Go to Internet Explorer and choose

Tools – Internet Options – Security- Custom level

Make sure the following settings match these screen prints.



Click Apply and then Ok. Log into Onbase and the activex controls should install.

### **Supported Browsers:**

The Onbase 14 Web Client supports Internet Explorer 9,10,11

Click to install IE 9 <\\office\dfs\GVSU-Software\ONBASE-ACTIVEX\IE9>

This should bring you to the location where you can double click on the file name IE9-Windows7-x86-enu.exe. This will ask you to run or cancel. Click the Run button. Follow the rest of the instructions to complete the installation.

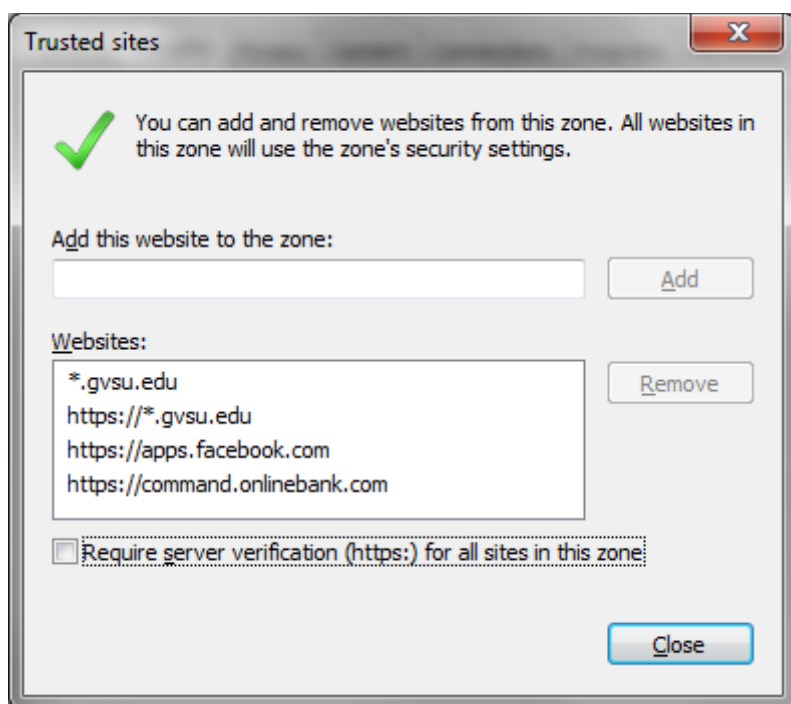
MAC's require a windows partition software (VMWARE) installed on their machine. Make sure that the Internet Explorer is updated to version 9,10,or 11.

### **Recommended IE 9 settings:**

1. Under IE → Tools → Internet Options → Security[tab] → Trusted Sites

Select Sites button

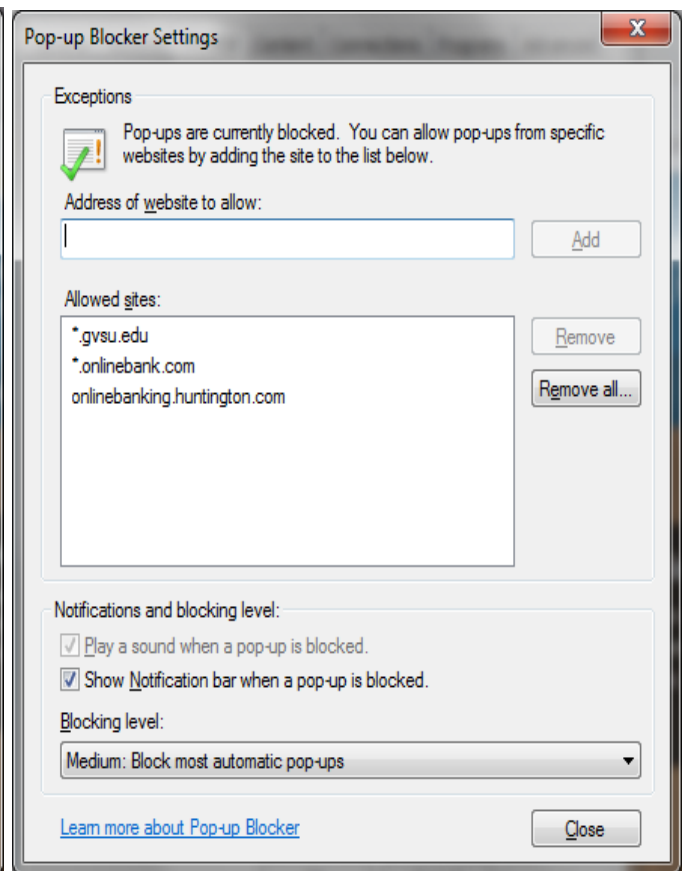
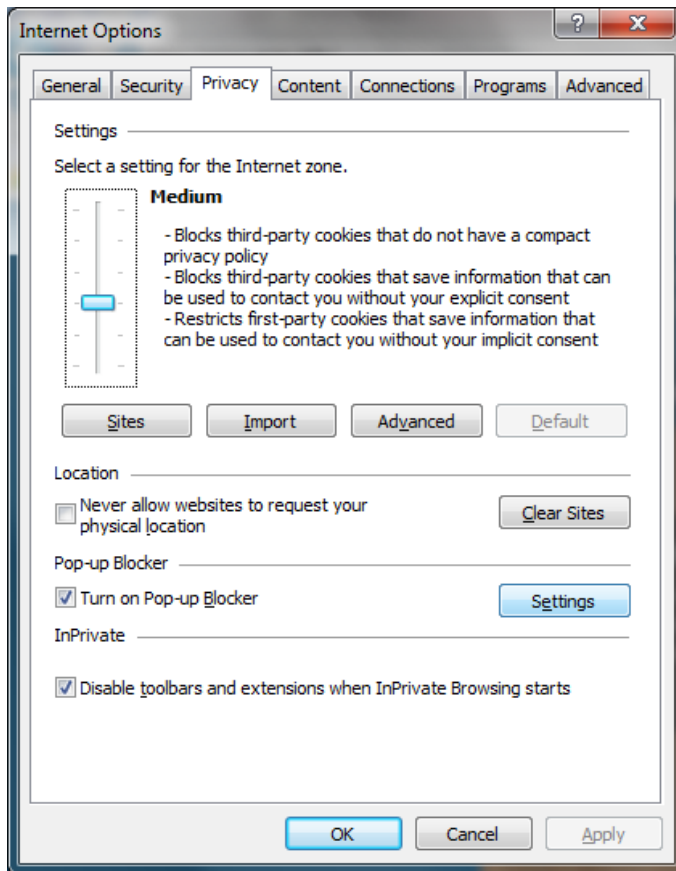
ADD \*.gvsu.edu to the trusted sites (will have to uncheck "Require server certification...")



2. Under IE → Tools → Internet Options → Privacy[tab]

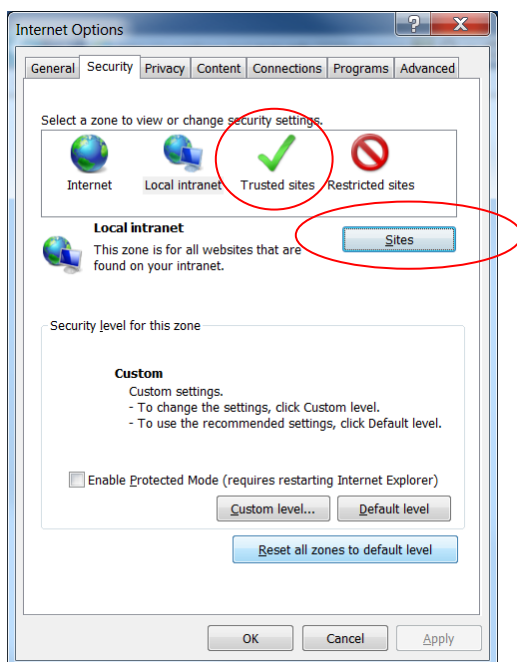
Select Settings next to the Pop-up Blocker

ADD \*.gvsu.edu to the allowed sites.

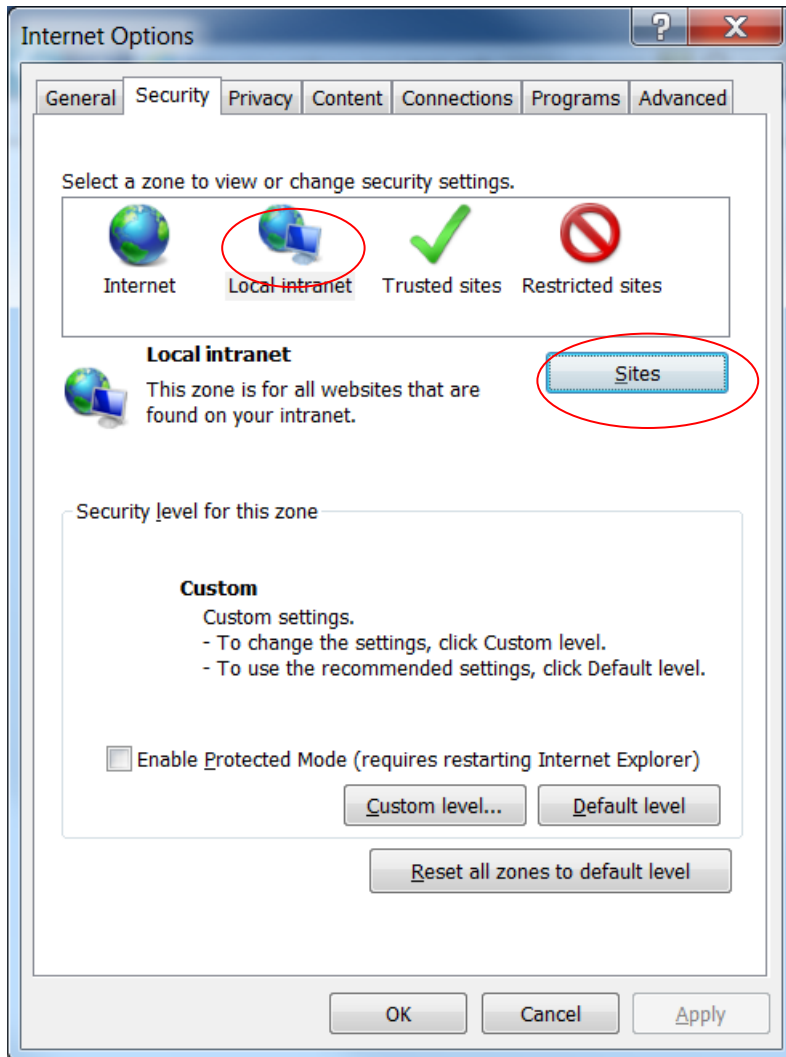


## Required settings for IE10 or IE11

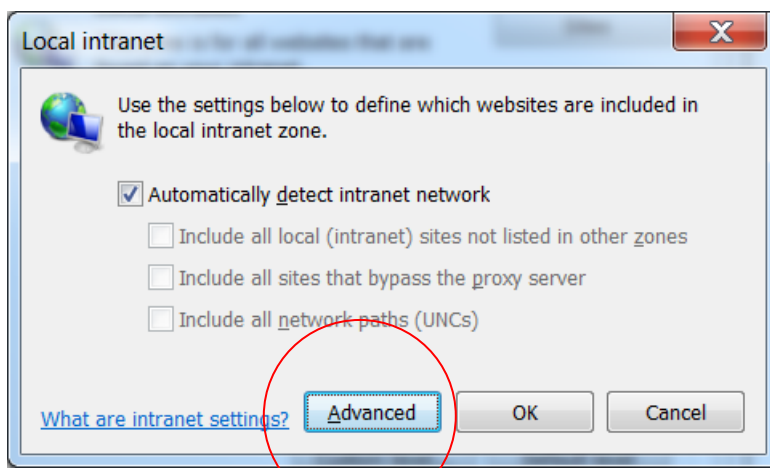
1. Remove [www.onbase.gvsu.edu](http://www.onbase.gvsu.edu) from the list that is found under the trusted sites – click on Internet Options – Security tab – Trusted Sites – Sites



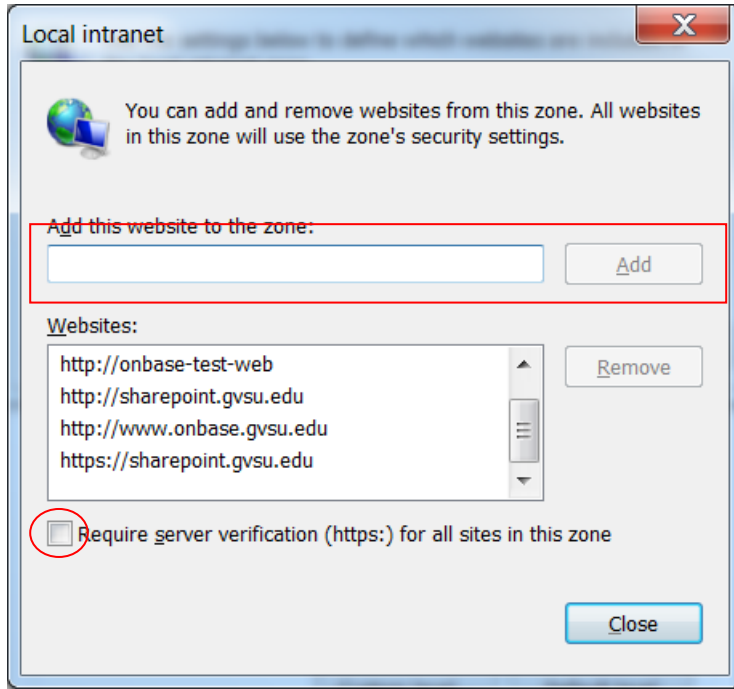
2. Add [www.onbase.gvsu.edu](http://www.onbase.gvsu.edu) to the local Intranet site – Click on Local Intranet – Click on sites



Next click the Advanced button



Type [www.onbase.gvsu.edu](http://www.onbase.gvsu.edu) into the box under Add this website to the zone. Make sure the box labeled Require server verification (https:) for all sites in this zone is not checked. Click the Add button



### **Other Items in Internet Explorer:**

1. Disable any third-party pop-up blockers (Google Toolbar, Yahoo Toolbar, etc). Actually, best to remove all extra toolbars.
2. When sign on OnBase Web Client, if prompted with following message, select: Don't show this message again.

