

Petrotranz "Best Practices"

Browser Settings

- 1. Trusted Sites
- 2. Custom Levels
- 3. Multiple Sessions

Trusted Sites	Trusted sites
	You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.
Internet Options	Add this website to the 2 7
General Security Privacy Content Connections Programs Advanced	Websites:
Select a zone to view or change security settings.	http://*.petrotranz.com https://*.petrotranz.com
Internet Local intranet Trusted sites Restricted sites	Require server verification (https:) for all sites in this zone
Trusted sites This zone contains websites that you Sites	10

- 1) Go to Tools on the Internet Explorer Page
- 2) Choose Internet Options
- 3) Choose the Security Tab.
- 4) Highlight the Trusted Sites check mark
- 5) Click on Sites.
- 6) Make sure that Require server verification (https) for all sites in this zone is not selected
- 7) Enter in the URL for the website *.petrotranz.com in the Add this website to the zone window.

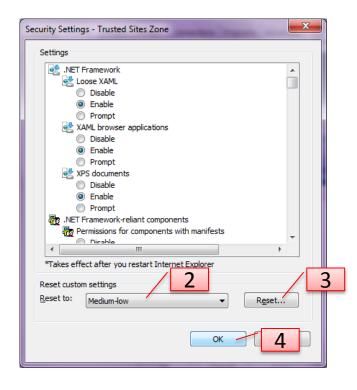
9

- 8) Click on Add.
- 9) Click on the "Require server verification (https:) for all sites in the zone" check box.
- 10) Click on Close

Close

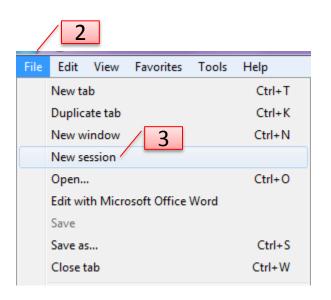
Custom Levels

Int	Internet Options							
	General	Security	Privacy	Content	Connection	s Programs	Advanced	
	Select a zone to view or change security settings.							
		2			/	\bigcirc		
	Internet Local intranet Trusted sites Restricted sites							
		Trustee	sites					
	This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.							
Security level for this zone								
Custom Custom settings. - To change the settings, click Custom level. - To use the recommended settings, click Default level.								
Enable Protected Mode (requires restanting to Explorer)								
	Custom level Default level							
	Reset all zones to default level							
	OK Cance Apply							



- 1) On the Security Tab click on Custom Level
- 2) Set Custom Settings to Medium-Low
- 3) Click on Reset
- 4) Click on Ok

Multiple Sessions



Users who have Internet Explorer 8 or higher, who are not currently using the Multiple Portal Login designed in the Petrotranz Framework (Recommended Please contact <u>support@petrotranz.com</u>)

- 1) Press F10
- 2) Choose File
- 3) Pick New Session to utilize two separate Portals simultaneously.

Petrotranz

Browser Settings

•Recommendations for optimizing the performance of the Petrotranz application (<u>www.petrotranz.com</u>)

Ensure all users have *.petrotranz.com added to the trusted sites through I.E Internet Options
Ensure (if and where required) that *.petrotranz.com is added to the trusted sites of your
Companies Antivirus Software

•Ensure that all Pop-Up blockers are disabled and always allow pop-ups

•Ensure the Yahoo messenger plug-in for Internet Explorer is disabled

•Ensure all Users are running Internet Explorer 8 or higher

•Some Corporate IT departments have incorporated an Internet Proxy Server into their environments to help improve Internet browsing performance. Similar to individual client browsers (i.e., Internet Explorer), Proxy servers cache certain files locally to reduce the need for downloading a new copy each time a particular web site is visited. If required, please ask your IT department if they are running a proxy server. Two commonly used enterprise proxy servers are Microsoft's ISA and Bluecoat. In the event that your company is using a proxy server, certain settings may need to be set to allow for a continual refresh of the Petrotranz web application. A technical representative from Petrotranz is available to consult with your IT department at anytime.

•Ensure that all Anti-Virus software has *.petrotranz.com added to approved websites