

Manual



webaccounting

Basic Computer Settings

BASIC COMPUTER SETTINGS



Setup Basic Computer for Web Accounting

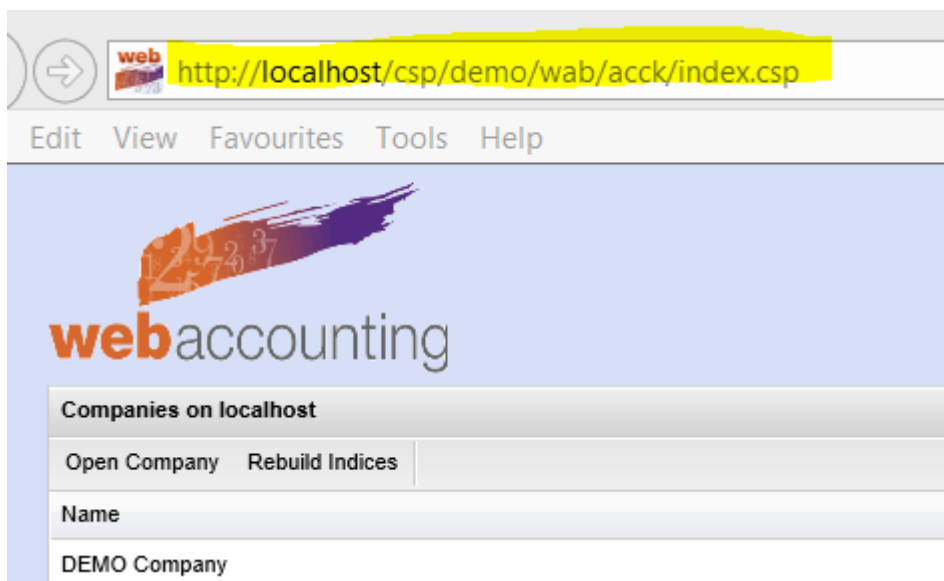
1. Finding the URL Path
2. Trusted Sites
3. Pop up Blocker
4. URL setups on stationery
5. Clearing of internet cache
6. Caching of your browsing cookies
7. Green Screen and compatibility issues with Webaccounting

Finding the URL path

Before starting with all the settings you will need to know the URL path, to find this go to your Webaccounting company index page or login menu.

You will notice that the URL is shown on the top of the browse.

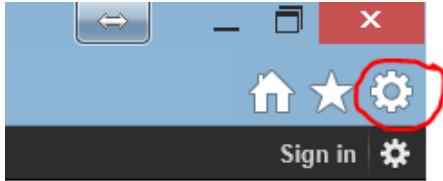
Please write down or copy URL as we will be pasting this in the various menu setups.



Trusted Sites

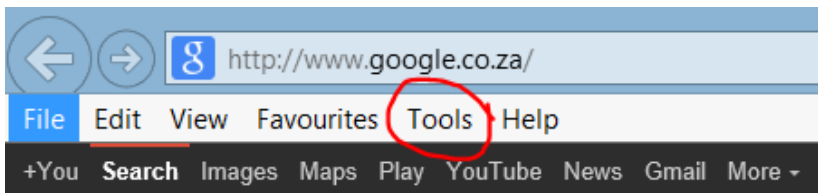
Open up internet explorer

Go to the small gears icon (internet options) and go to internet options

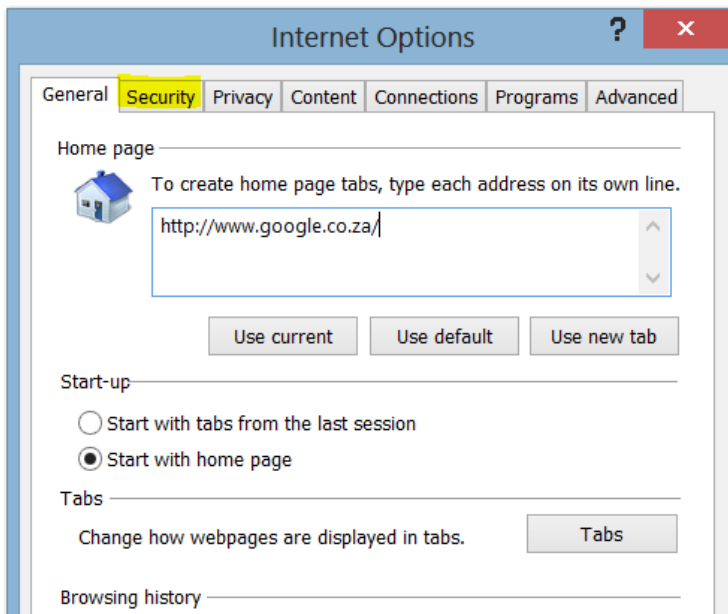


Or

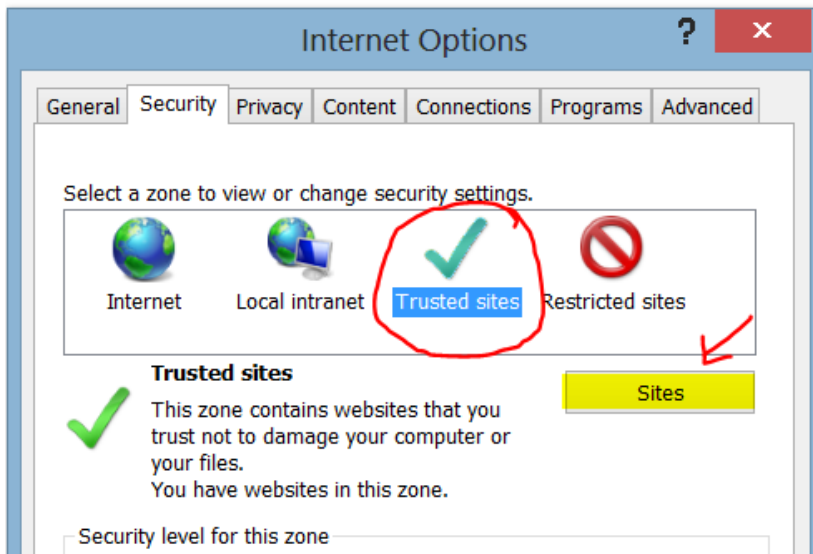
Click on the Tools Menu (if you don't see the tools menu click on Alt+T on your keyboard to open up menu) and go to internet options



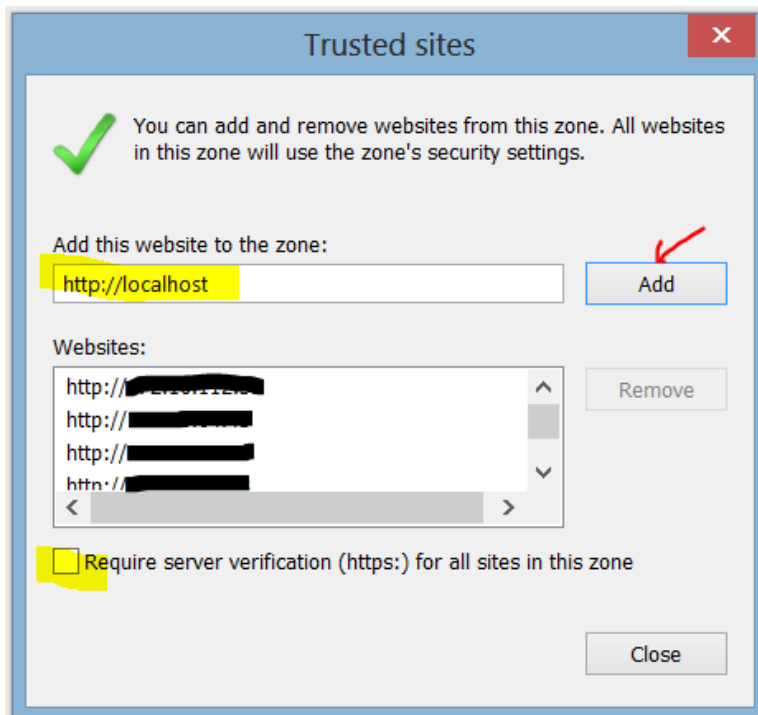
You will see this screen now



Click on Security Tab
Click on the button for Trusted Sites and then on the button called Sites



Paste the URL in the Add this website to the zone, it will sometimes appear there for you.
MAKE sure you take the tick off on "Require server verification (https: for all sites in this zone)" otherwise it will not add



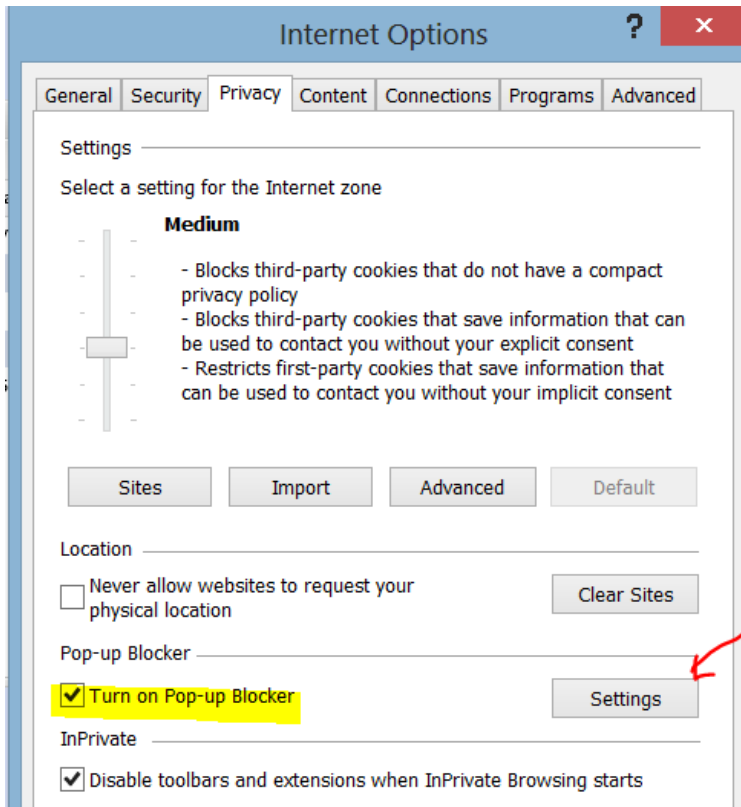
You can click on close once you have added it to the list

Setup pop up blocker

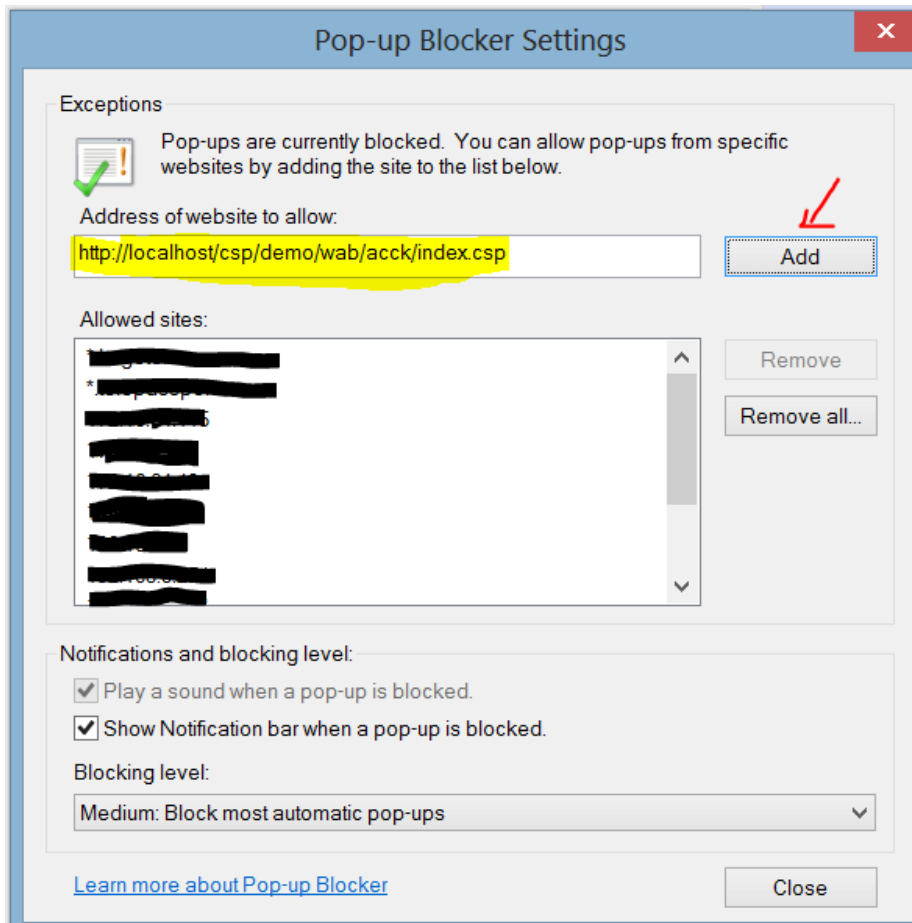
Click on the Privacy tab of Internet Options

If you have taken the tick off of “Turn on Pop up Blocker”, then you can ignore this step

IF the tick is on then click on Settings button



Paste the URL into the Address bar and then click on Add

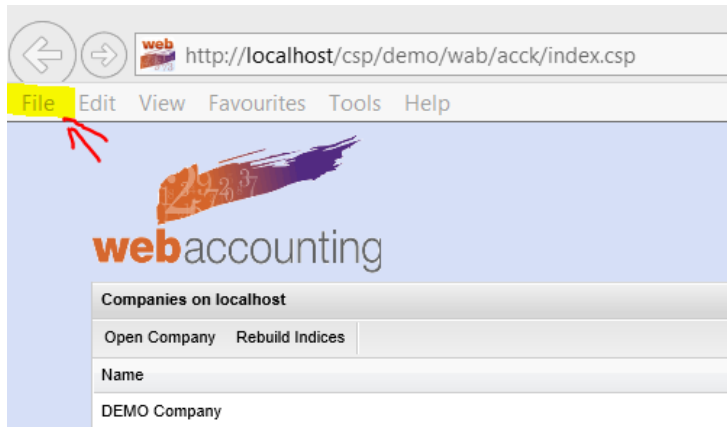


You can click on close after it is added

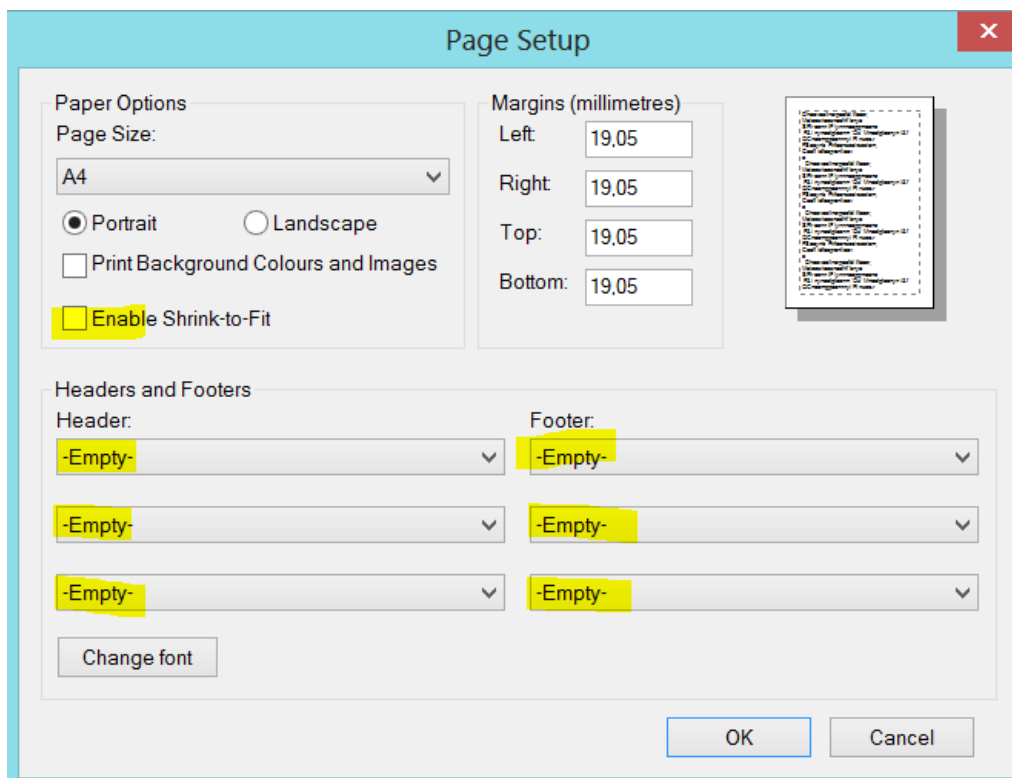
Click on Apply of Internet Options and then OK.
You can close the Internet Options menu

URL Settings

Go back to the Menu items (Alt+F on the keyboard)
And then Page setup

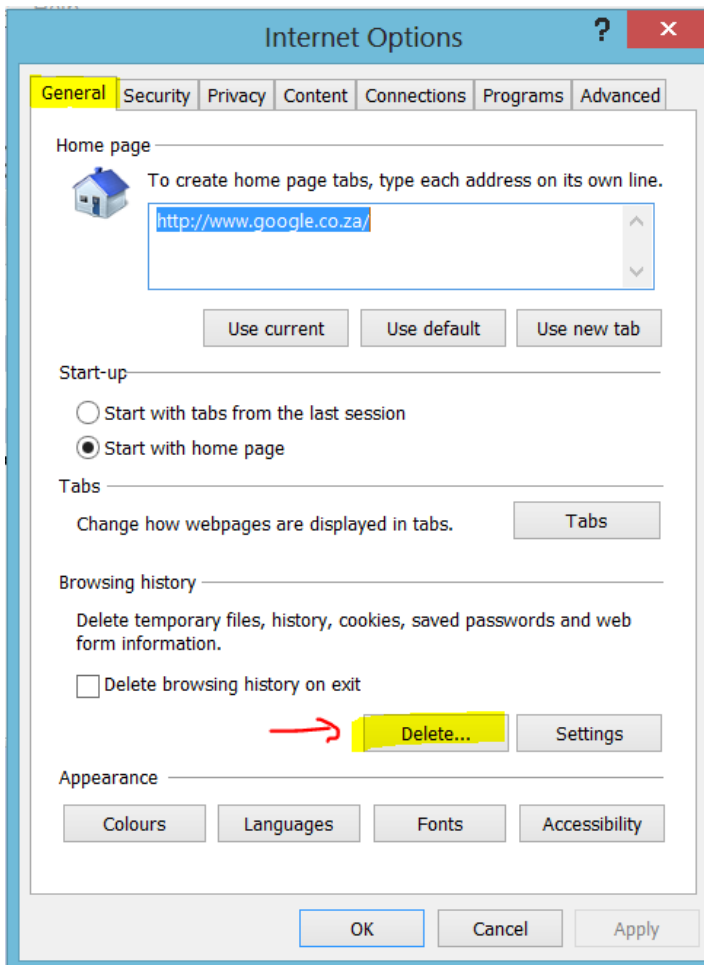


Change the settings according to the view below,
This is where the URL is removed from the invoice layouts



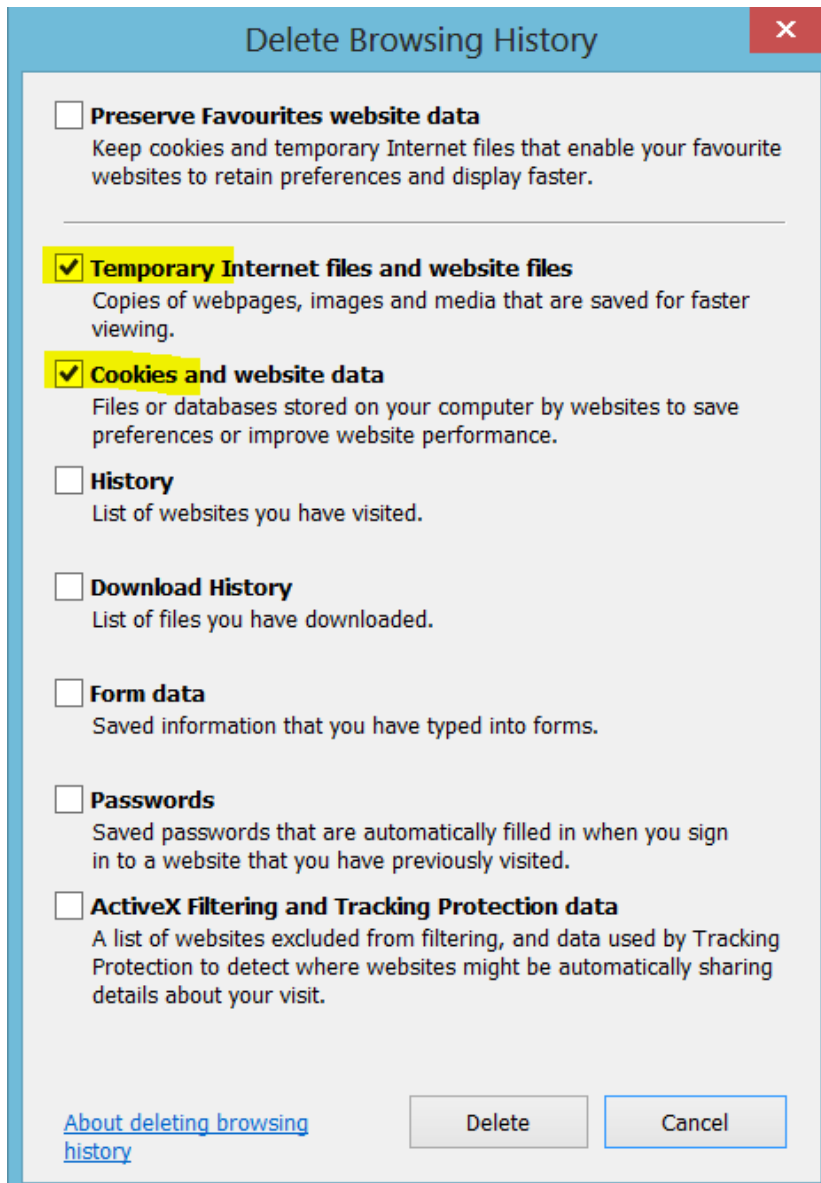
Clearing of internet Cache

Go to internet options (Alt+T) or gear on the top right hand side.

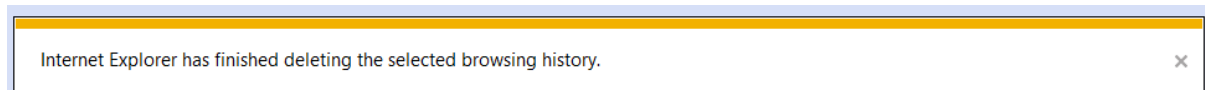


Please ensure only these two ticks are on for the deleting of internet cache and cookies.

Click on the delete button to clear your internet cache and cookies.



You will get a message, once it is complete.



Caching of your browsing cookies

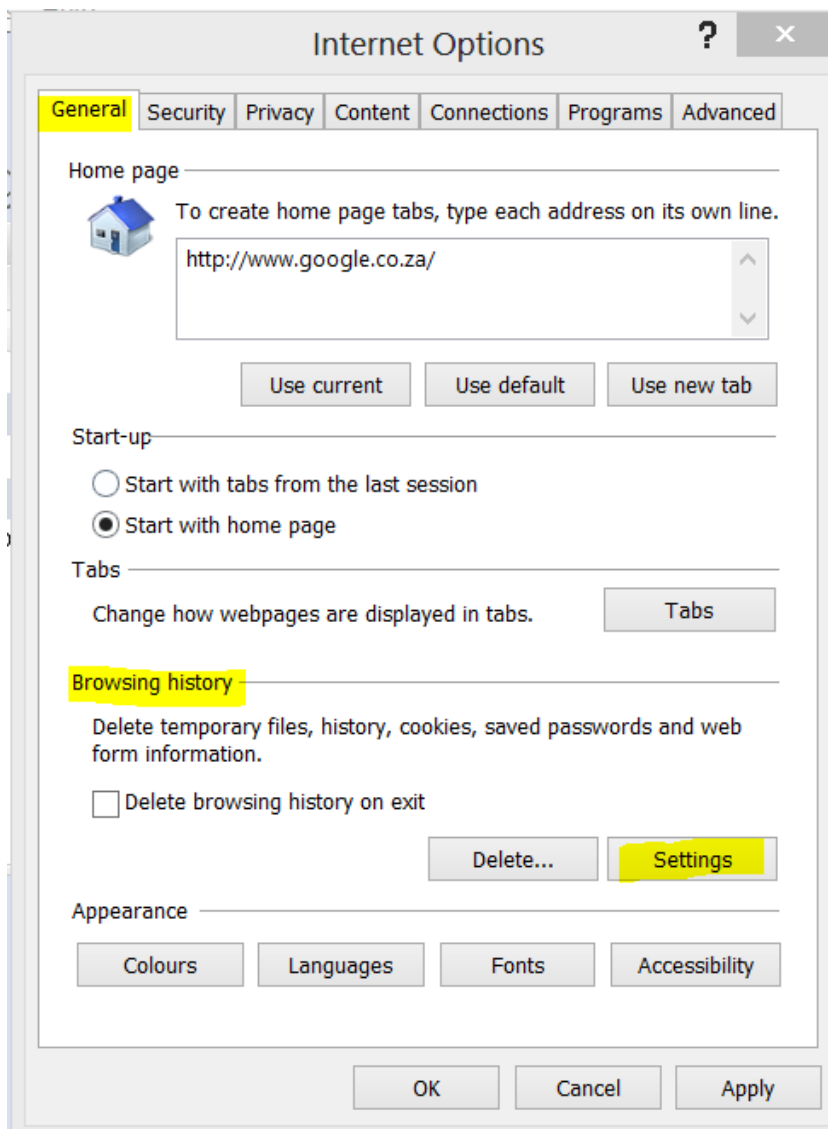
This helps to speed up viewing internet pages

WARNING

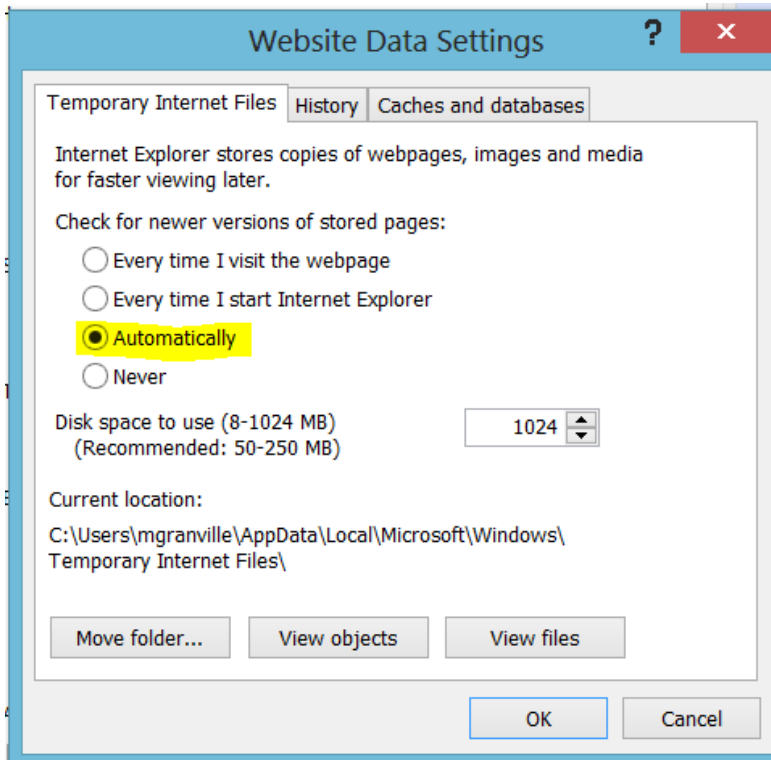
This does have a down fall in that if Webaccounting upgrades it's software you will have to delete your internet cache and cookies.

Sometimes this setting also causes problems with your internet banking, when they do updates to their software you might need to clear your internet cache. Or take setting off.

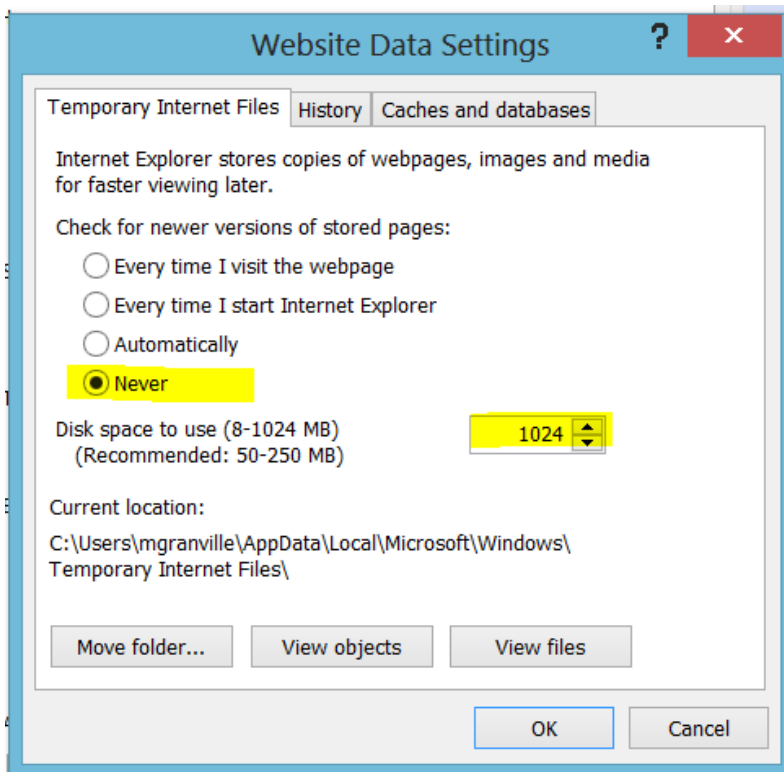
Go to Internet Options > Browsing History and then click on Settings button



This is the default setting (Automatically)



Change this to Never and increase the Disk space to 1024 and click on OK



Green Screen and compatibility issues with Web Accounting

Green screens normally occur on the following instances

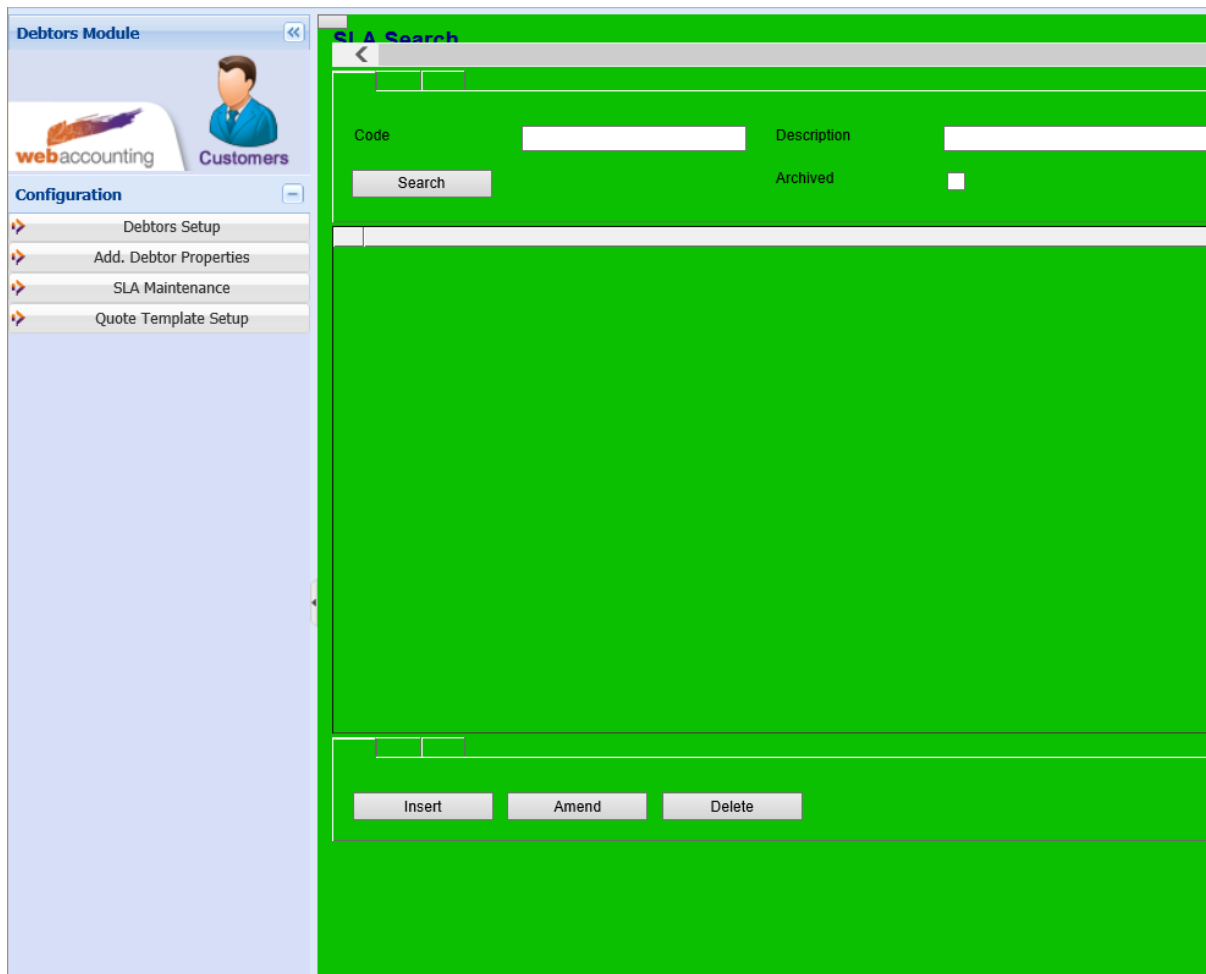
1. Using Fire Fox
2. Using any other browser other than Internet Explorer.
3. The new IE 9 and 10 have compatibility issues.

To solve problems

1. Using Fire Fox – no solution yet, you need to use Internet Explorer.
2. Other browser - no solution yet, you need to use Internet Explorer.
3. Compatibility issues

This occurs when you delete your internet cache and have the Delete History tick box tick, it then also clears out your compatibility safe lists. This means you will have to recreate this list when you get green screens.

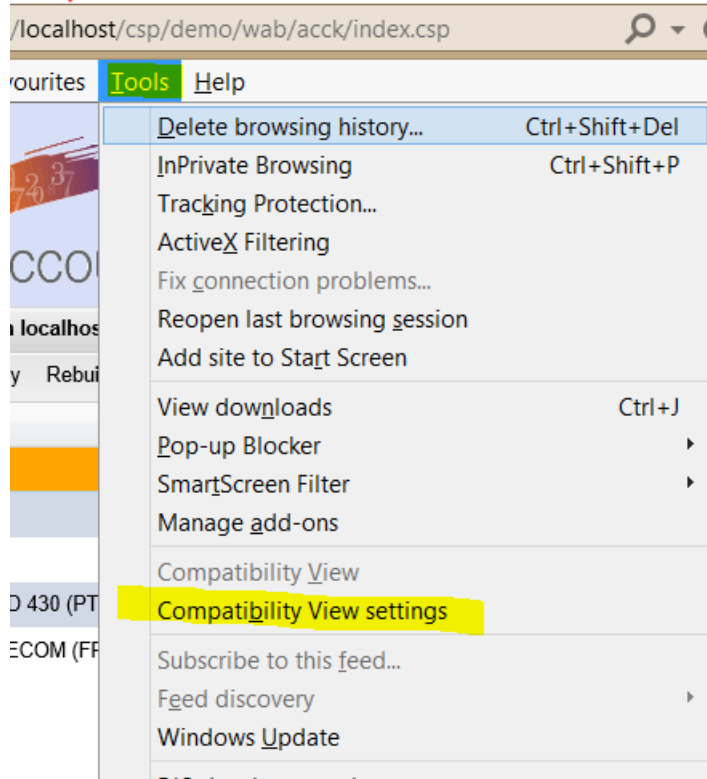
Here is an example as to what happens



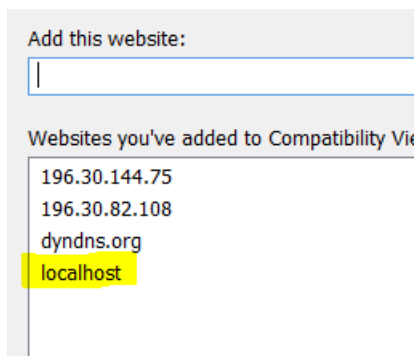
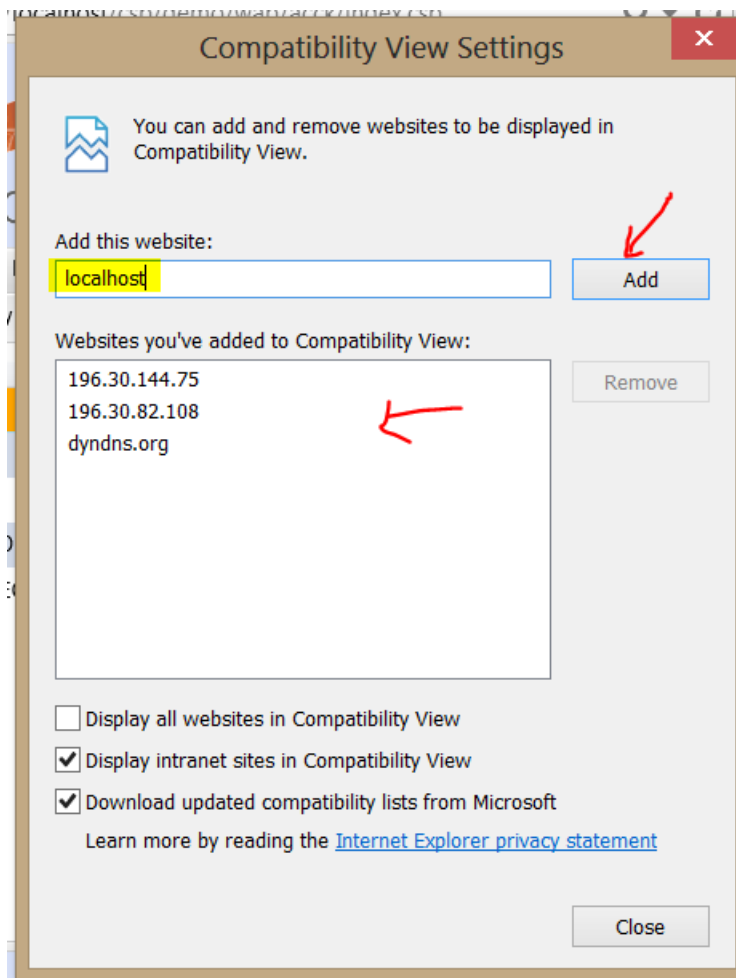
To fix- do the following

When you are in Internet explorer, use the keyboard and press

ALT + T

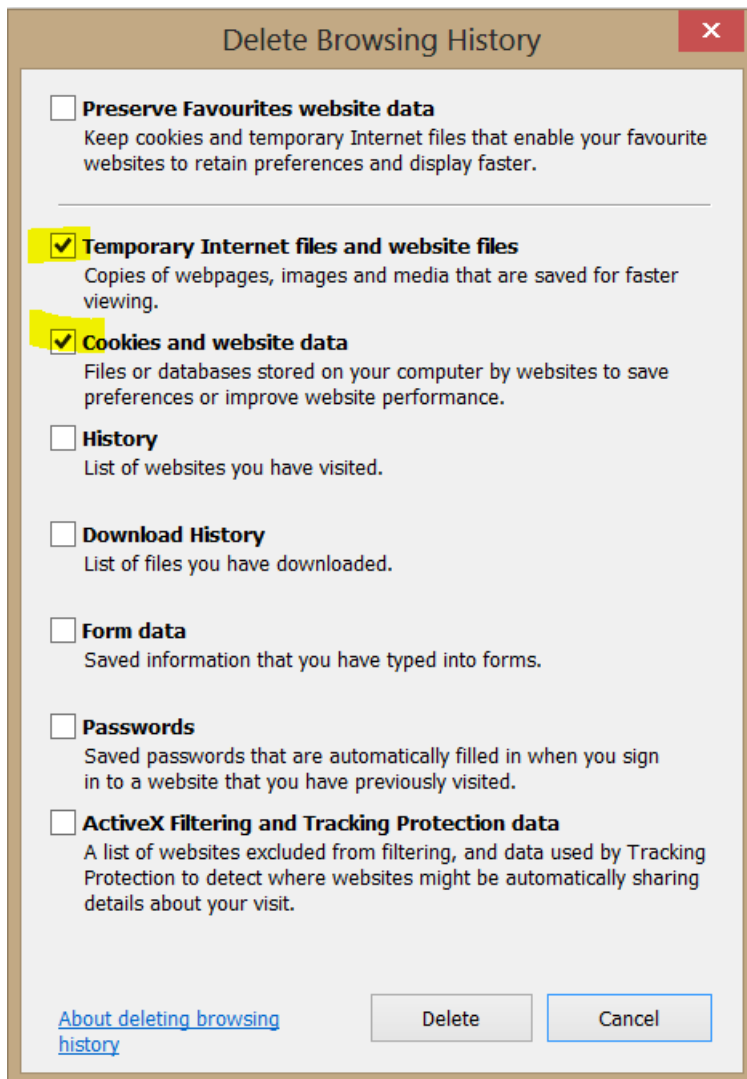


Add in the website address which is a problem



Log back into Web Accounting and then this will be sorted out

To avoid this from happening again, make sure that your Delete Internet cache settings are as follows:



Delete Browsing History

Preserve Favourites website data
Keep cookies and temporary Internet files that enable your favourite websites to retain preferences and display faster.

Temporary Internet files and website files
Copies of webpages, images and media that are saved for faster viewing.

Cookies and website data
Files or databases stored on your computer by websites to save preferences or improve website performance.

History
List of websites you have visited.

Download History
List of files you have downloaded.

Form data
Saved information that you have typed into forms.

Passwords
Saved passwords that are automatically filled in when you sign in to a website that you have previously visited.

ActiveX Filtering and Tracking Protection data
A list of websites excluded from filtering, and data used by Tracking Protection to detect where websites might be automatically sharing details about your visit.

[About deleting browsing history](#)

Delete Cancel