BASIC COMPUTER SETTINGS

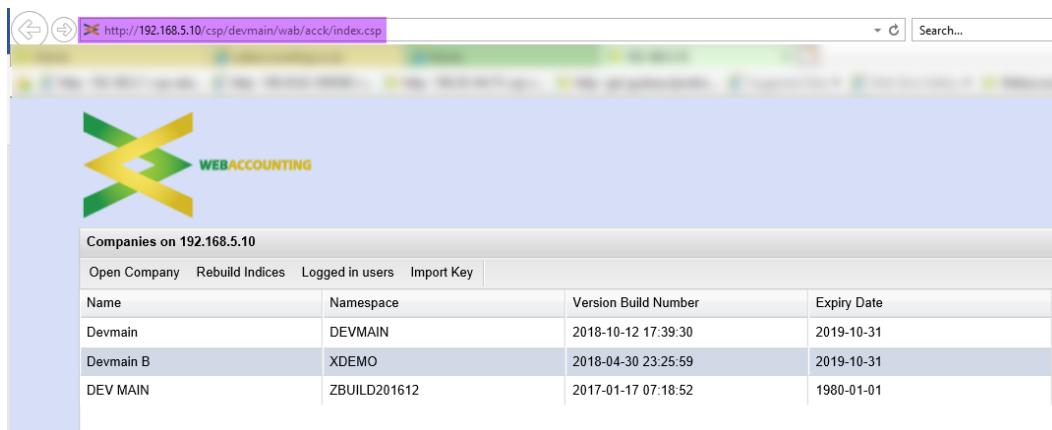**Setup Basic Computer for WebAccounting**
1. Finding the URL Path
2. Trusted Sites
3. Pop up Blocker
4. URL setups on stationery
5. Clearing of internet cache
6. Caching of your browsing cookies
7.Compatibility issues with WebAccounting

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.
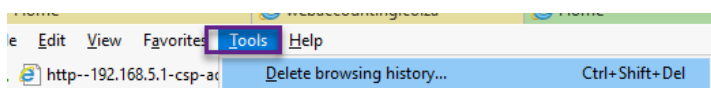

Trusted Sites
Open internet explorer
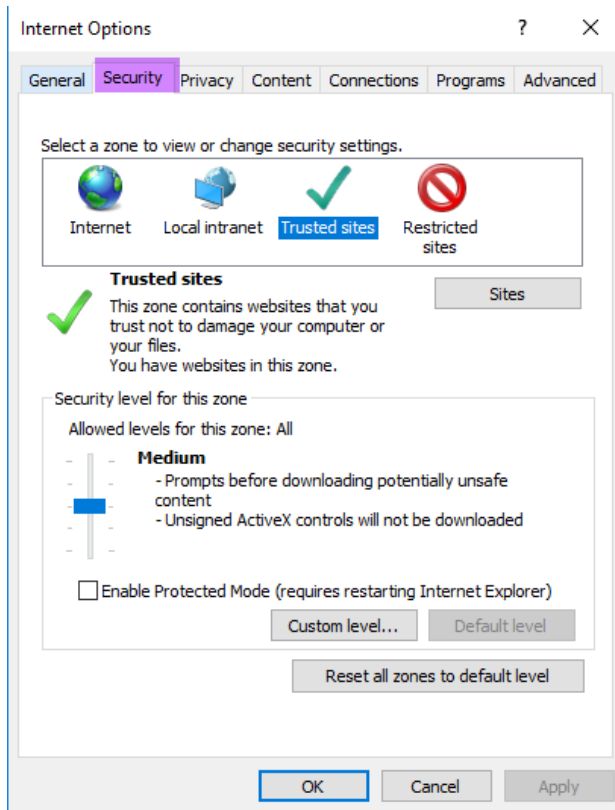Go to the small gears' icon (internet options) and go to internet options

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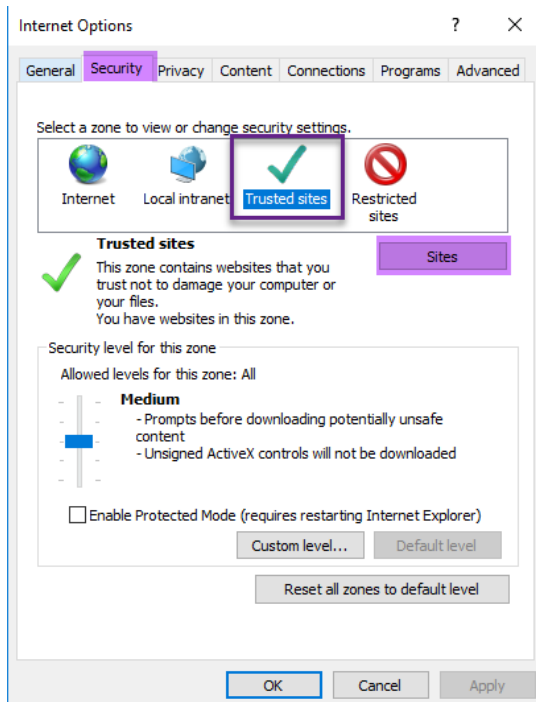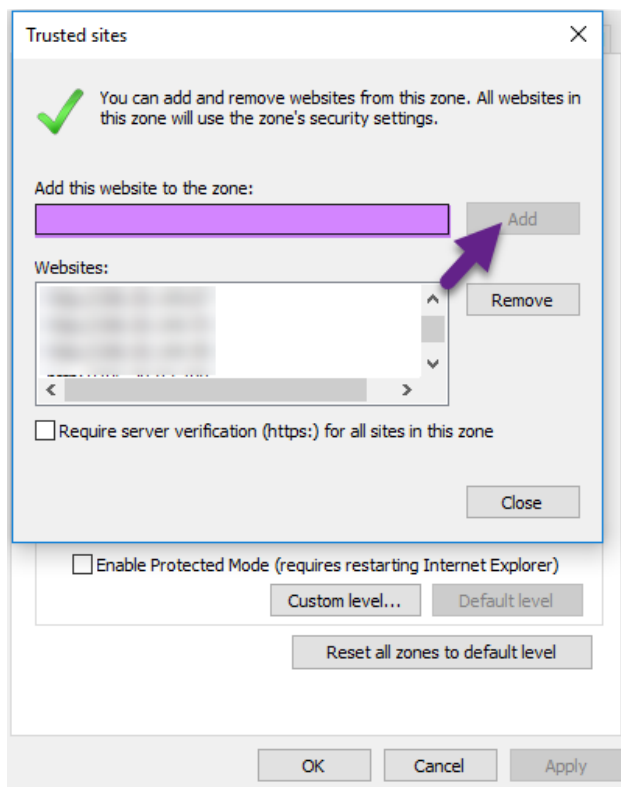

You will see this screen now

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.
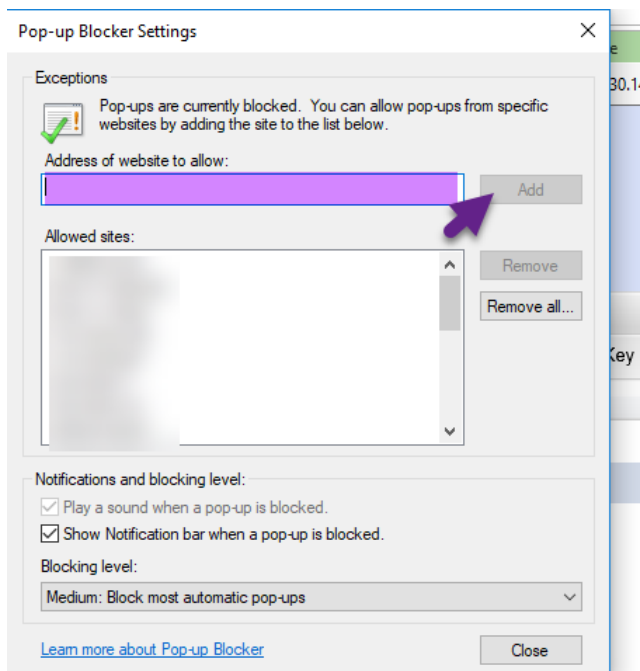
MAKE sure you take the tick off on "Require server verification (https: for all sites in this zone" otherwise it will not add

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

Click on the Privacy tab of Internet Options
If you have taken the tick off "Turn on Pop up Blocker", then you can ignore this step
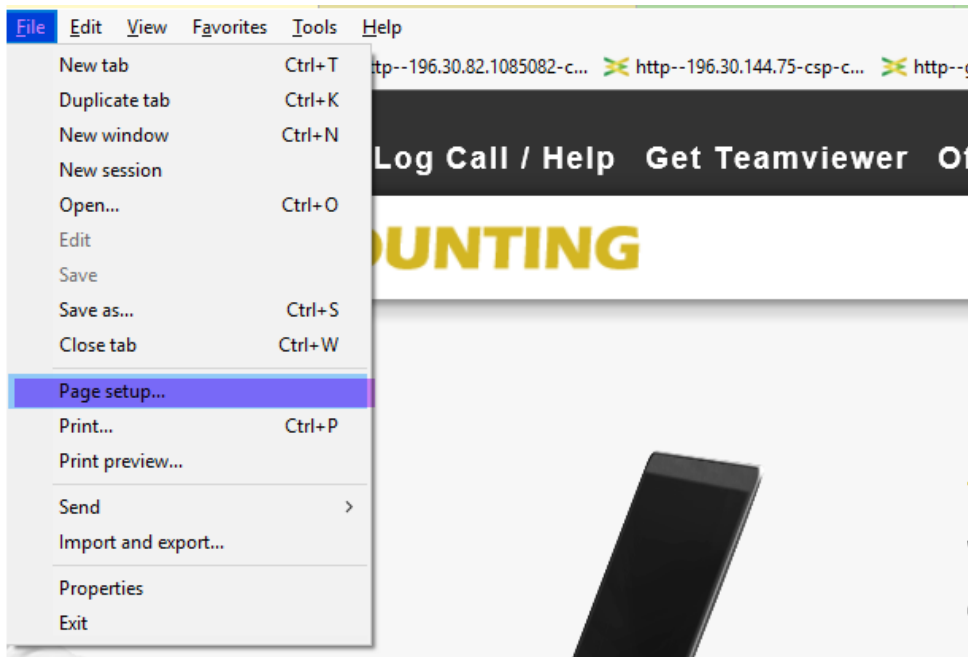IF the tick is on then click on Settings button

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.
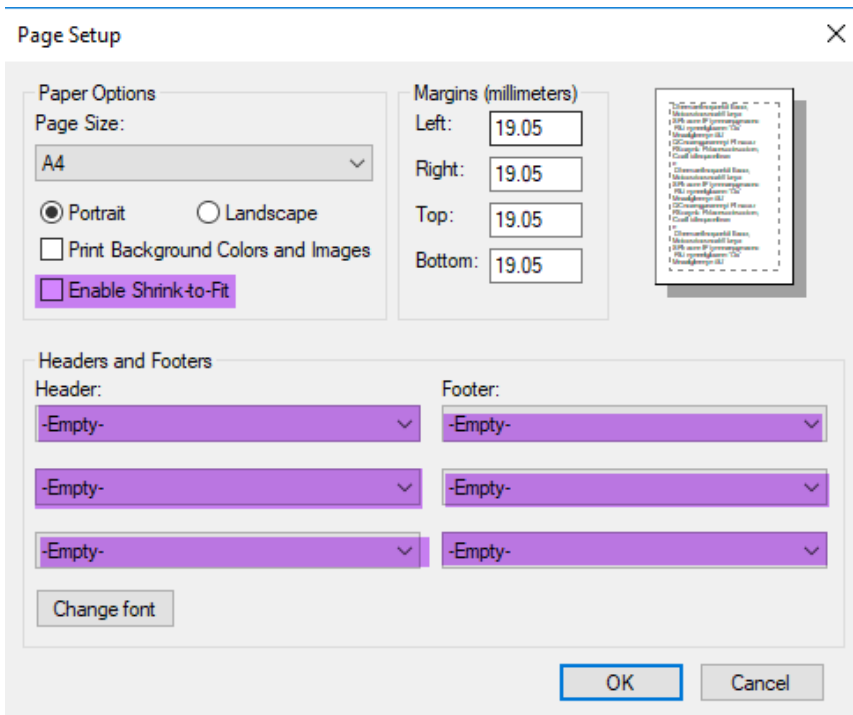You can close the Internet Options menu

URL Settings

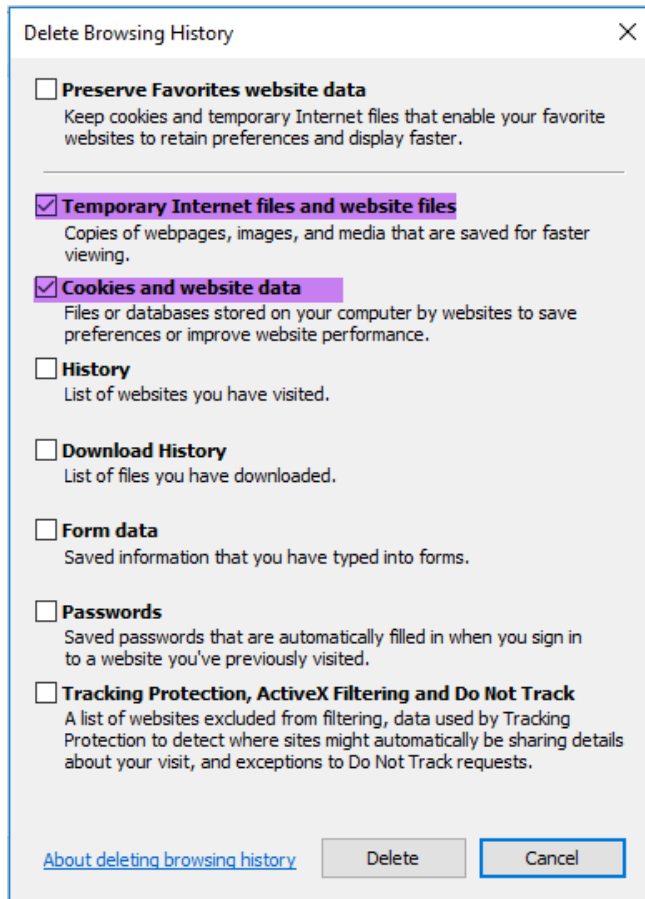Go back to the Menu items (Alt+F on the keyboard)
And then Page setup

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.
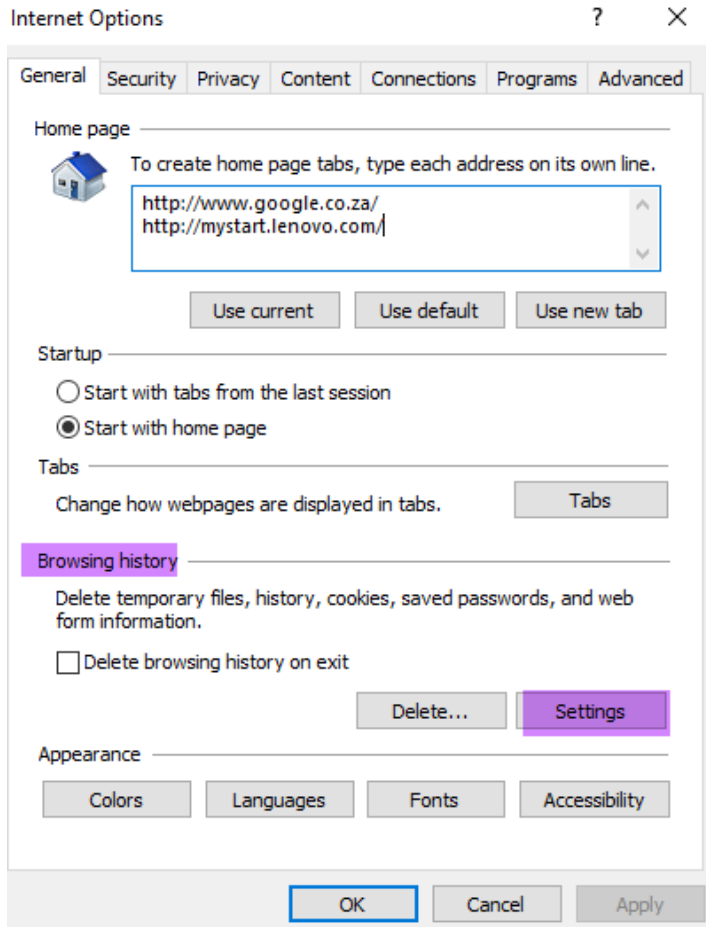
Caching of your browsing cookies

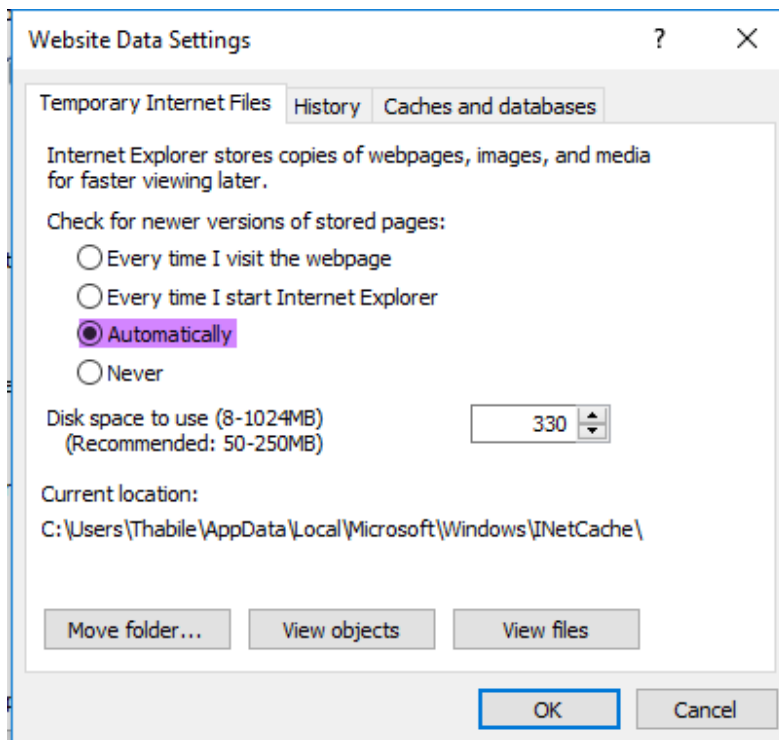This helps to speed up viewing internet pages
WARNING
This does have a down fall in that if WebAccounting upgrades its software you will have to delete your internet cache and cookies.
Sometimes this setting also causes problems with your internet banking, when they do updates to their software you might need to clear your internet cache. Or take setting off.
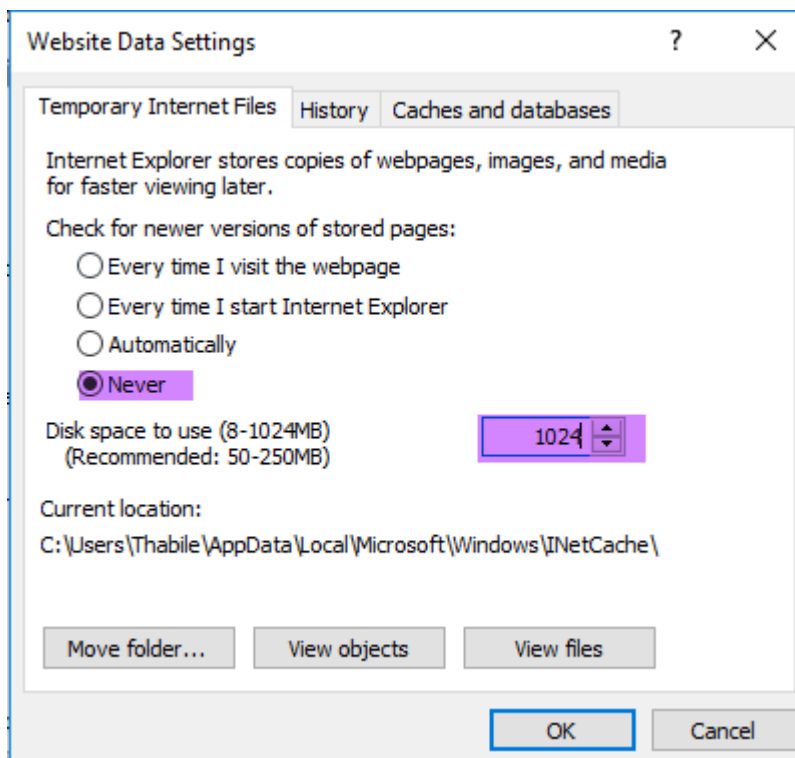
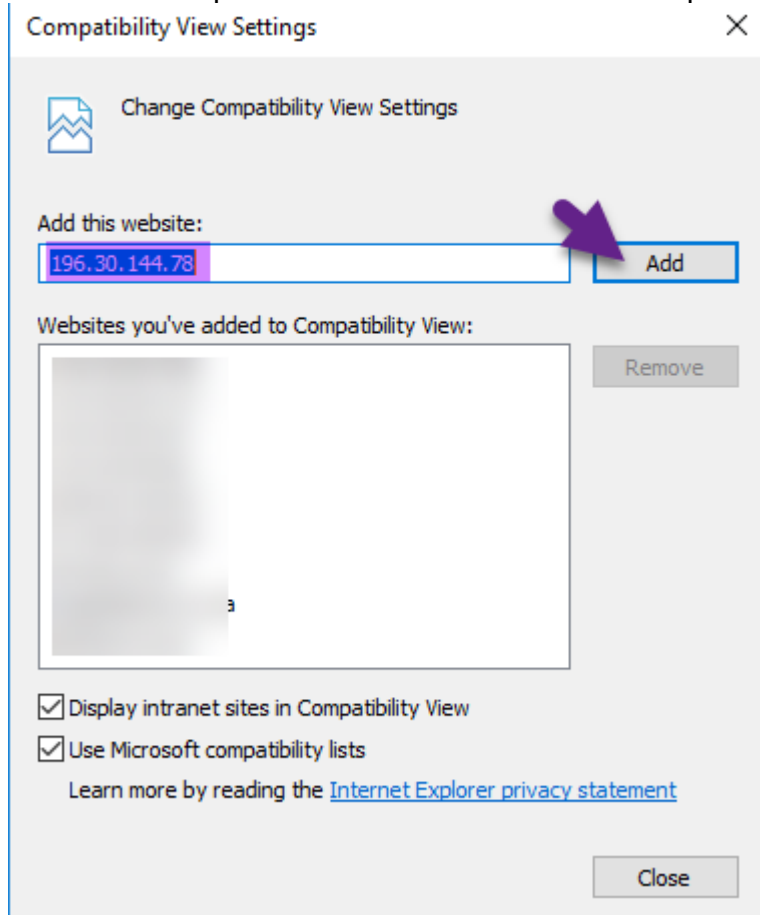Go to Internet Options > Browsing History and then click on Settings button

This is the default setting (Automatically)

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

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.
Go to internet options and add the URL to the compatibility box.

DISCLAIMER

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