

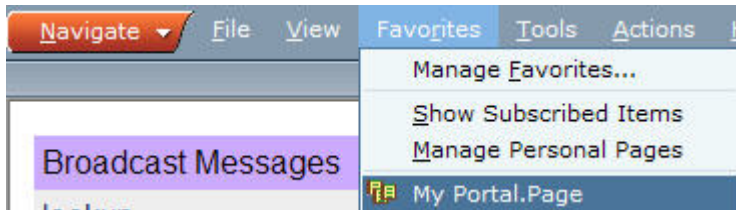
BERT upgrade

PERSONAL Portal Page

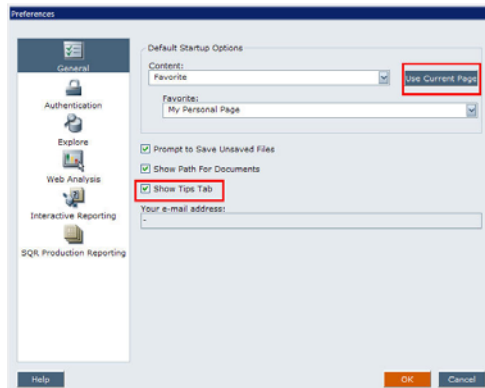
Make Your Personal Portal Page your Default BERT Page.

Open your Personal Portal Page

1. Select Favorites > My Portal Page from the BERT menu bar.



2. On the menu bar select File > Preferences.
3. Under the General preferences, in the Content box, click on Use Current Page



4. In that same window, uncheck the Show Tips Tab box.
5. Click OK

INVESTIGATE to Lookup

From your Personal Portal Page (Favorites > My Portal Page) click on the inspector to lookup a Person/Organization

Enter your Search Criteria in the Search Values Field

Enter Search Criteria

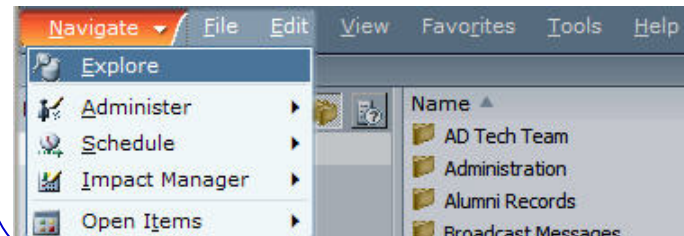
Lookup Type:
 Search Values:



NAVIGATE to Explore

Click on Navigate and select Explore to go back to the main menu.

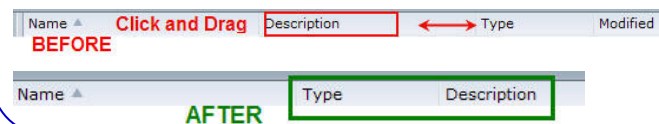
If you need to get back to the main menu list, click on the Navigate button and select the Explore option.



CHANGE your View


Change the Explorer folder order.

In the Explore view you can click and drag the different column headers to change the way the information is displayed.



BERT upgrade

PRINTING to PDF's

1. **Printing is done through Acrobat Reader, or PDF's.**
2. No more having to worry about format, just click on the PDF icon located in the upper left corner to print the document in Adobe Acrobat. 
3. Adobe opens the document in a new Internet Explorer (IE) window, from there you select File > Print from the toolbar.

This means no more BERT defined Printers!

TAB to Windows

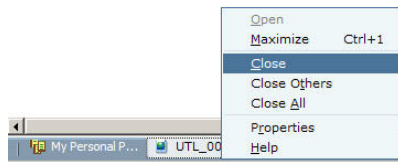
New Windows open in a new Tab at the bottom of the window.

When you are opening folders, creating savedlists, running reports, everything opens in a new Tab Window at the bottom of the screen.

Click on the different Tab Windows to go back and forth between them.



Right click on the Tab Window to close the window; or click the **X** in the upper right corner.



EXIT to end the session

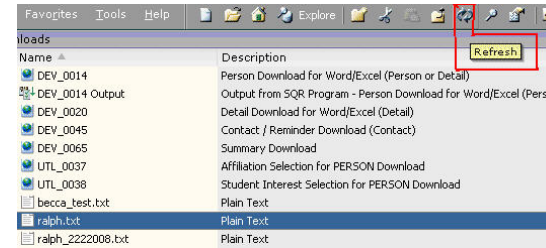
When you are finished using BERT, select File > Exit to close your BERT session.

Close out of your Internet Explorer Windows to completely log out of the Central Authentication System.

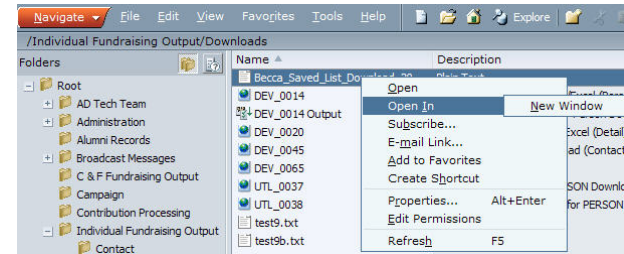
DOWNLOAD a Savedlist

Once your savedlist is created, and you've run your download, click the Explore button to go back to the main menu.

To view your download, you need to refresh your page. (Click on the F5 key on your keyboard or click on the Refresh button on the tool bar.)



Right click on the file name and select Open In > New Window.



In Internet Explorer (IE)

1. Click on File > Save As
2. Save the File to your desktop.
3. Open Excel and select File > Open.
4. Navigate to your desktop
5. Select All Files for the File Type.
6. Click on your document, and Click Open
7. Proceed with the Text Wizard as normal.

