

# STARS System and Business Process Update



**Subject:** Ensure STARS Features Function Properly  
**Date:** April 9, 2008

With the recent STARS upgrade there are a few internet/browser actions that you should take to ensure that all STARS features and functions work properly. Before using the STARS application please follow the steps below.

1. **Add Kenexa BrassRing to the allowed pop-ups list.**
  - a. To do this from an open browser window using Internet Explorer:
    - i. Navigate to: **Tools→Pop-Up Blocker→ Pop-Up Blocker Settings**
    - ii. In the "Address of website to allow" field type: **trm128.brassring.com** and then click "Add"
  - b. To this from an open browser window using Firefox:
    - i. Navigate to: **Tools→ Options→Content**
    - ii. Click on "Exceptions" next to "Block Pop-up Windows"
    - i. In the "Address of website" field type: **trm128.brassring.com** and then click "Allow"
2. **Add Kenexa BrassRing to your "trusted sites" list to allow use of cookies.**
  - a. To do this from an open browser window using Internet Explorer:
    - i. Navigate to: **Tools→ Internet Options→ Privacy**
    - ii. Click on the "Sites" button
    - iii. In the "Address of website" field type: **trm128.brassring.com** and then click "Allow"
  - b. To do this from an open browser window using Firefox:
    - i. Navigate to: **Tools→ Options→Privacy**
    - ii. Click on the "Exceptions" button
    - iii. In the "Address of website" field type: **trm128.brassring.com** and then click "Allow"
3. **Close all search engine browser windows.**
  - a. If you are using "tabbed" browsing (i.e. Internet Explorer 7.0, Firefox, etc.) you must close any/all search engine browser windows, such as Google or Yahoo. These sites have their own pop-up blockers which may interfere with certain STARS functions.
4. **Disable/Uninstall all search engine browser add-ons.**
  - a. First, check to see if you have a search engine add-on toolbar (such as Google or Yahoo) installed:
    - i. Navigate to: **Start → Control Panel → Add or Remove Programs**
    - ii. Scroll down the list of installed programs and look for any search engine add-ons that may be installed. (Look for the words Google or Yahoo, etc.)
    - iii. If you have a search engine add-on enabled, click on it from the list, then select "remove" to uninstall the search engine add-on.
  - b. Then, check to see if you have a search engine add-on toolbar (such as Google or Yahoo) enabled. From an open browser window:
    - i. Navigate to: **Tools→Manage Add-ons→Enable or Disable Add-ons**
    - ii. Scroll down the list of enabled add-ons to check for any search engine add-ons that may be enabled.

- iii. If you have a search engine add-on enabled, click on it from the list, then select "disable" and click "ok"

