OCLQS – Internet Explorer Browser Settings

Description:
This Job Aid describes the process of setting Internet Explorer browser settings to use OCLQS.

Step 1: Click Settings Icon
Click the **Settings** icon  

Click icon
Step 2: Click Internet Options

Click **Internet Options**
Step 3: Click Security

Click Security
Step 4: Click Trusted Sites

Click **Trusted sites**
Step 5: Click Sites

Click **Sites**
Step 6: Add Websites

1) Enter https://oclqs.force.com/oclqs_home in *Add this website to the zone* field
2) Click *Add*

*Note: Repeat this step for the following websites:*
- https://*.drawloop.com
- https://payments.cboss.com
- https://www.google.com
Step 7: Click Close

Click **Close**
Step 8: Click Privacy

Click **Privacy**
Step 9: Click Advanced

Click **Advanced**
Step 10: Accept Cookies

1) Select **Accept** for **First-party Cookies**
2) Select **Accept** for **Third-party Cookies**
3) Check the box for **Always allow session cookies**
4) Click **OK**

*Note: If any of the Advanced Privacy Settings are already selected, then you can leave them selected.*
Step 11: Click OK

Click **OK**

The process of setting Internet Explorer browser settings to use OCLQS is complete.