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Checking for Java Client on your Desktop

Oracle recommends that each desktop must have minimum Java Client 1.6.0_3 installed in order for the RIAS Application to run properly.

There are two ways to check to see if your desktop already has the supported version of JAVA Client. The first way is to click on the following link:

http://www.javatester.org/version.html

You will see the version of Java installed on your desktop in the pink box. If you do not see the pink box, then JAVA has not been installed.

The second way is to Select Start, highlight Settings and Control Panel.

Classic View
The control panel has two views, Classic and Category. If your control panel displays the screen below, this is the Classic view. The Classic View can be set to display a drop down list or icons. See screen shots below.

**Step 1.** From the drop down list on the Details Setting View or the Icon Setting View, select JAVA and the JAVA Control Panel screen appears. If you do not see JAVA in the drop down list or as an icon, your desktop does not have Java Client installed.

![Classic View - Details Setting](image1)

![Classic View - Icon Setting](image2)

**Step 2.** Select **About** to view the version of Java Client installed on the desktop.

A message will appear identifying the version of the Java Client. If you do not have the supported version (1.5.0_12) you will be prompted to install Java Client when you sign into the RIAS application.

![Category View](image3)
If your control panel displays the screen below, this is the Category view. Click on **Other Control Panel Options**. You can change your view to Classic View by clicking on **Switch to Classic**. Then follow the instructions above under Classic View.

Select **JAVA** and the JAVA Control Panel screen appears. Follow **Step 2** outlined in the Classic View instructions above. If you do not see JAVA in the drop down list, your desktop does not have Java Client installed.
Installing Java Client

You will need to install Java Client in order for the RIAS application to work properly. If you do not have Java Client already installed on your desktop, you will see the following screen after you sign into the base application using your NetID and password.

If you do not have administrative privileges, contact your department’s technology support person for help. If you have administrative privileges, select the Yes button and follow the steps below.

1. Select the Install button.
2. On the License Agreement screen, ensure the Typical setup is checked and then select the Accept> button.
3. The installation of the Java Client begins.

![Image of installation process]

4. When the install is complete, select the Finish button.

![Image of installation completed screen]

5. A Warning – Security screen appears asking if the web site’s certificate has been verified. The next step is to ensure Always trust content from this publisher is checked and then click Yes.

![Image of security warning]

6. Another Warning – Security screen appears asking you if you want to run the application. The final step is to ensure that **Always trust content from this publisher** is checked and then click **Run**.

![Security screen](image1.png)

You are now ready to use the base application.

**Note:** Users who **do not** have administrative privileges and try to install Java Client, will see the following message:

![Message](image2.png)

Select **OK**.

The Java Client was not completely installed. Select **Finish** to exit the installation and contact your IT person(s) to complete the install.
Web Application Desktop Integrator (ADI) Desktop Setups

Excel

Web ADI is a customized Excel spreadsheet that is used to create journal entries and upload them to the new General Ledger system. Web ADI supports Excel 2000 and above.

You can check which version of the Microsoft Excel program is installed on your computer from the Help menu from the Excel toolbar, click About Microsoft Office Excel.

![Excel Version Check](image)

To use the Web ADI journal templates in Excel and to retain the report formats in Oracle BI Discoverer, the Macro Security Level must be set to “Medium” rather than “High”. Medium security level will allow you to open macros that support the Web ADI journal entry process and any report formats.

Follow these steps:

1. From the Excel menu, select Tools > Macro > Security

![Excel Macro Security](image)
2. Set level to Medium and click OK

3. After you set your Macro Security level to medium you need to enable your macro for the newly installed WEB ADI template. On the excel menu, select Tools > Macro > Security.

4. Click the Trusted Publishers tab and check the Trust all installed add-ins and templates and Trust access to Visual Basic Project boxes. Select OK.
Excel File Type Setup

Before saving the Web ADI Excel Templates to your desktop, if you would like to use the Web ADI Excel templates right from the RIAS Forms repository, use the following setup (This setup is not needed for Excel 2007):

1. Click on My Computer on your desktop.

2. From the toolbar, select Tools and Folder Options.

3. Select File Types. In the drop down box, scroll down until the XLS file type appears. Click on XLS and select Advanced.
4. Remove the check mark in front of the option Browse in the same window and select OK.

5. Then select Close.
Excel 2007

If you use Excel 2007, you can change your macro settings in the Trust Center.


2. If the Developer tab is not displayed, click the Microsoft Office Button. Then select Excel Options.
3. Select **Macro Settings** and click the option **Enable all macros** and **Trust access to the VBA project object model**. Then click **OK**.
4. Click on Add-ins and select the option **Require Application Add-ins to be signed by Trusted Publisher**. Then click OK.
Pop-Up Blocker

When you use the RIAS Application, you might receive a Pop-Up Blocker message from your web browser, depending on your current settings. If you receive the message below, click **OK**.

![Information Bar](image)

In order to work with the application, the Pop-Up Blocker settings must be changed. There will be another message on the information bar about the Pop-Up being blocked.

If you click on the toolbar message below, a dialog box appears. Select **Always Allow Pop-Ups from this Site**.

![Pop-up blocked](image)

A dialog box will appear asking if you would like to allow pop ups from the site. Click **YES**.
Internet Explorer 7.0

When you upload your journal entry using Web ADI, Internet Explorer must have specific settings for the upload to be successful. If you have Internet Explorer 7.0 you must change your settings.

Follow these steps:

1. Select Tools>Internet Options from the toolbar.

2. Select the Security Tab and then Trusted Sites.
3. Then select **Sites**.

![Internet Local intranet Trusted sites Restricted sites](image)

**Trusted sites**
This zone contains Web sites that you trust not to damage your computer or data.

![Sites...](image)

5. Add [https://riasapps.rutgers.edu](https://riasapps.rutgers.edu) to your trusted sites. Then click **Add** and then **OK**.

![Add this Web site to the zone:](image)

**Add this Web site to the zone:**
[https://riasapps.rutgers.edu](https://riasapps.rutgers.edu) **Add**

**Web sites:**

![Remove](image)

6. Then select **Custom Level**.

![Custom Level](image)
4. Locate the Download section and enable all items.

5. Locate the Scripting section and enable all items. Then select OK. In the Reset to: box, select either Medium-high or Medium.

6. A warning message appears. Select Yes.
Security Warnings

If you login to the RIAS application and receive any of the error messages listed below, you need to add the Current site (highlighted in purple) to your Trusted Sites in your Internet Options. See steps 1 to 5 under the Internet 7.0 instructions above.
Security Certificate

When logging into RIAS this error screen comes up. It’s ok to select the second link shown, (Continue to this website) but to fix this problem follow the instructions below.

1. If you have administrative privileges, you can use this link http://software.rutgers.edu/certs/ to fix the error. If you do not have administrative privileges, contact your department’s technology support person for help. Enter your NetID and password.
2. The SSL Certificates screen appears. Select Rutgers, The State University of New Jersey CA on the bottom of the screen.

3. A dialog box appears asking if you want to open or save this file. Select Open.
4. Then select Install Certificate.

![Certificate Import Wizard](image1)

5. The Certificate Import Wizard appears. Select Next.

![Certificate Import Wizard](image2)
6. Ensure that the automatically select the certificate is checked. Then select Next.

7. Then select Finish.

8. If you receive another error type warning window, just click OK or YES and then the following window will appear.

9. A message will appear stating the import was successful. Select OK.

10. Now when you log in to RIAS the certificate error will not appear.