



University of Connecticut

Enabling Core-CT Pop-Ups for Smart HR Attachments

Overview The browser settings on your computer may not allow you to open an attachment in Core-CT. This may be due to pop-ups being disabled. Use this job aid to enable pop-ups to be able to view attachments in Core-CT.

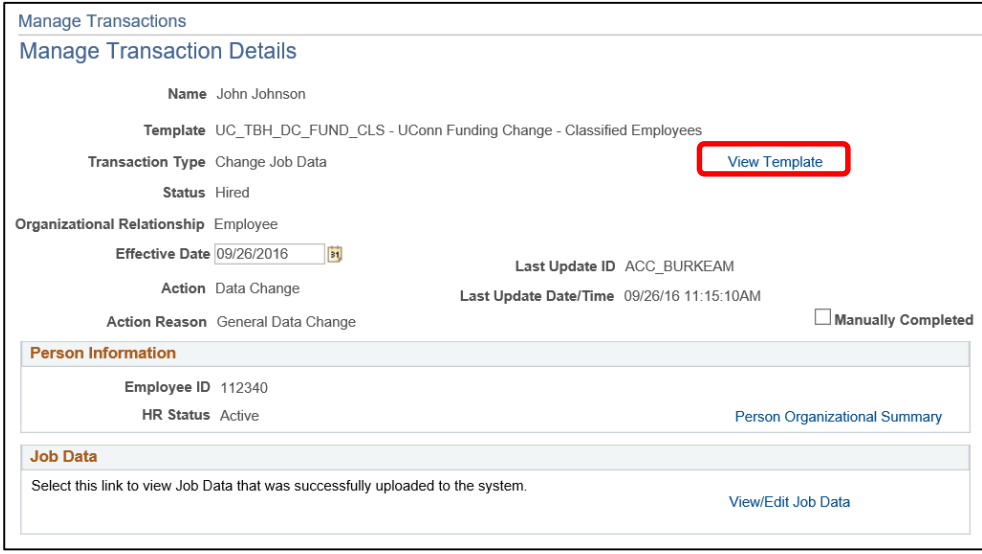

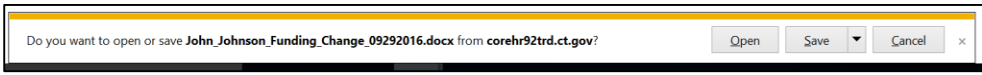
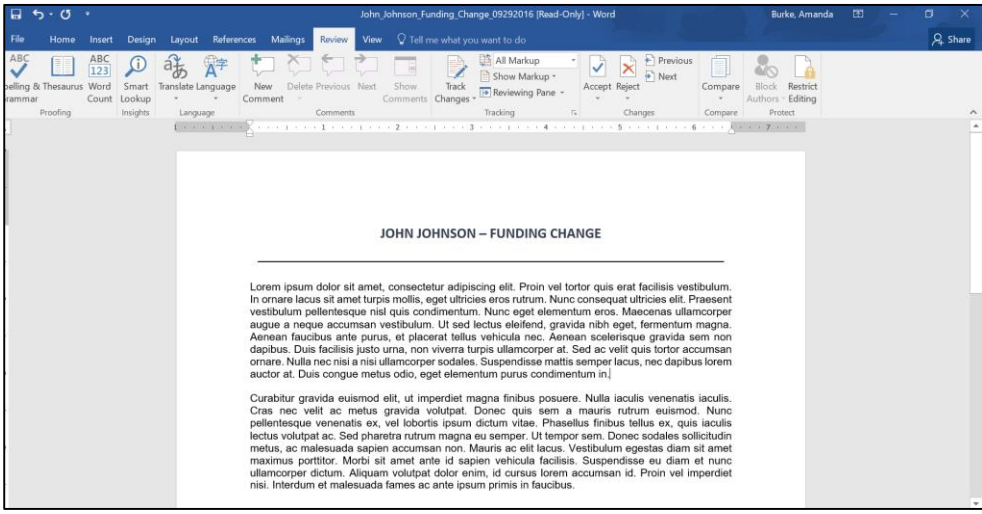
In the example provided below a Department Approver is opening an attachment on a Smart HR funding change template from the **Manage Transactions** page. However, the steps to enable pop-ups to view attachments in Core-CT are the same regardless of the page or transaction the attachment is include on.

Note: This job aid demonstrates how to enable pop-ups using the **Internet Explorer** browser. The University recommends using Internet Explorer when in Core-CT, as the functionality is most compatible with this browser.

Process Steps

Step	Action	Screenshot
1	As a Department Approver, on the Manage Transactions page, click the Name of the employee whose template you are reviewing.	<p>The screenshot shows the 'Manage Transactions' interface. It includes search filters for Transaction Type, Transaction Status, Effective Date, Employee ID, Employee Name, Template, and Manually Completed. Below the filters is a table titled 'Transactions to Process' with columns: Select, Transaction Type, Request ID, Effective Date, Transaction Status, Name, Person ID, Action, and Submitted By. The 'Name' column contains 'John Johnson', which is highlighted with a red rectangular box.</p>

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2	On the Manage Transaction Details page, click View Template to review the template.	<p>The screenshot shows the 'Manage Transaction Details' page for John Johnson. Key fields include: Name: John Johnson, Template: UC_TBH_DC_FUND_CLS - UConn Funding Change - Classified Employees, Transaction Type: Change Job Data, Status: Hired, Organizational Relationship: Employee, Effective Date: 09/26/2016, Action: Data Change, Action Reason: General Data Change. A red box highlights the 'View Template' button in the top right corner.</p>																		
3	Scroll to the bottom of the template to review the attachment(s) included. Click Open .	<p>The screenshot shows an 'Attachment' table with one entry: '1.John_Johnson_Funding_Change_09' with the file 'John_Johnson_Funding_Change_09292016.docx'. The 'Open' button is highlighted with a yellow box.</p>																		
4	The following message will open. Click Options for this site .	<p>The screenshot shows a yellow pop-up blocker message: 'Internet Explorer blocked a pop-up from corehr92trd.ct.gov.' The 'Options for this site' button is highlighted with a yellow box.</p>																		
5	Click Always Allow .	<p>The screenshot shows the same pop-up blocker message. The 'Always allow' button is highlighted with a yellow box.</p>																		
6	Once allowed, Core-CT will bring you back to the previous page. Again, click on the employee's Last Name .	<p>The screenshot shows the 'Manage Transactions' page with search filters and a table of transactions. The 'Name' column in the table has 'John Johnson' highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Transaction Type</th> <th>Request ID</th> <th>Effective Date</th> <th>Transaction Status</th> <th>Name</th> <th>Person ID</th> <th>Action</th> <th>Submitted By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Change Job Data</td> <td>2895</td> <td>09/26/2016</td> <td>Hired</td> <td>John Johnson</td> <td>112340</td> <td></td> <td>John Doe</td> </tr> </tbody> </table>	Select	Transaction Type	Request ID	Effective Date	Transaction Status	Name	Person ID	Action	Submitted By	<input type="checkbox"/>	Change Job Data	2895	09/26/2016	Hired	John Johnson	112340		John Doe
Select	Transaction Type	Request ID	Effective Date	Transaction Status	Name	Person ID	Action	Submitted By												
<input type="checkbox"/>	Change Job Data	2895	09/26/2016	Hired	John Johnson	112340		John Doe												

Step	Action	Screenshot										
7	Again, click View Template to review the template.	 <p>Manage Transactions Manage Transaction Details</p> <p>Name John Johnson Template UC_TBH_DC_FUND_CLS - UConn Funding Change - Classified Employees Transaction Type Change Job Data View Template Status Hired Organizational Relationship Employee Effective Date 09/26/2016 Last Update ID ACC_BURKEAM Action Data Change Last Update Date/Time 09/26/16 11:15:10AM Action Reason General Data Change <input type="checkbox"/> Manually Completed</p> <p>Person Information</p> <p>Employee ID 112340 HR Status Active Person Organizational Summary</p> <p>Job Data</p> <p>Select this link to view Job Data that was successfully uploaded to the system. View/Edit Job Data</p>										
8	Scroll down to the bottom of the template to open the attachment. Click Open .	 <p>Attachment</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Attached File</th> <th>Attach</th> <th>Open</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1 John_Johnson_Funding_Change_09</td> <td>John_Johnson_Funding_Change_09292016.docx</td> <td>Attach</td> <td>Open</td> <td>Delete</td> </tr> </tbody> </table>	Description	Attached File	Attach	Open	Delete	1 John_Johnson_Funding_Change_09	John_Johnson_Funding_Change_09292016.docx	Attach	Open	Delete
Description	Attached File	Attach	Open	Delete								
1 John_Johnson_Funding_Change_09	John_Johnson_Funding_Change_09292016.docx	Attach	Open	Delete								
9	A message may open to Open or Save the document. Select the applicable action.	 <p>Do you want to open or save John_Johnson_Funding_Change_09292016.docx from corehr92trd.ct.gov? <input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/></p>										
10	The attachment will now open.	 <p>JOHN JOHNSON - FUNDING CHANGE</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin vel tortor quis erat facilisis vestibulum. In ornare lacus sit amet turpis mollis, eget ultricies eros rutrum. Nunc consequat ultricies elit. Praesent vestibulum pellentesque nisi quis condimentum. Nunc eget elementum eros. Maecenas ullamcorper augue a neque accumsan vestibulum. Ut sed lectus eleifend, gravida nibh eget, fermentum magna. Aenean faucibus ante purus, et placerat tellus vehicula nec. Aenean scelerisque gravida sem non dapibus. Duis facilisis justo urna, non viverra turpis ullamcorper at. Sed ac velit quis tortor accumsan ornare. Nulla nec nisi a nisi ullamcorper sodales. Suspendisse mattis semper lacus, nec dapibus lorem auctor at. Duis congue metus odio, eget elementum purus condimentum in.</p> <p>Curabitur gravida euismod elit, ut imperdiet magna finibus posuere. Nulla iaculis venenatis iaculis. Cras nec velit ac metus gravida volutpat. Donec quis sem a mauris rutrum euismod. Nunc pellentesque venenatis ex, vel lobortis ipsum dictum vitae. Phasellus finibus tellus ex, quis iaculis lectus volutpat ac. Sed pharetra rutrum magna eu semper. Ut tempor sem. Donec sodales sollicitudin metus, ac malesuada sapien accumsan non. Mauris ac elit lacus. Vestibulum egestas diam sit amet maximus porttitor. Morbi sit amet ante id sapien vehicula facilisis. Suspendisse eu diam et nunc ullamcorper dictum. Aliquam volutpat dolor enim, id cursus lorem accumsan id. Proin vel imperdiet nisi. Interdum et malesuada fames ac ante ipsum primis in faucibus.</p>										