

**NOTE**: For State-owned PCs, the browser settings shown in this document do not prevent the security banner pop-up message from displaying when launching a SAPGUI client from the browser. End-users will need to click the tx.sap file download link on the prompt to proceed.

**NOTE:** For personal-owned PCs and mobile devices, SAPGUI access is not provided nor permitted.

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Employee Admin Too	ol Business Objects	LMS & NCVIP	NC Org Charts	SAP GUI	tx (2).sap Open file					
SAP GUI - Direct Access to SAP system	SAP GUI SAP GUI - CLOUD									

## **DESKTOP PC MINIMAL REQUIREMENTS**

- **Operating Systems**: Windows 11
- Acrobat Reader: X, XI, DC
- Browsers:

Browser	MS Edge Chromium	Google Chrome	Safari	
Device	Windows Desktop	Android	iOS	

**SAP WIN GUI:** 800 Patch 4 (not appliable for personal-owned PCs) **Excel (MS Office)**: Microsoft 365



## Microsoft Edge – PDF Setting:

## Settings $\rightarrow$ Cookies and site permissions $\rightarrow$ PDF Documents

Settings	Site permissions / PDF documents	
Q Search settings	Always download PDF files	
B Profiles	Download PDF files to your device. If Microsoft Edge is your default PDF reader, PDF files will open automatically without downloading.	
Privacy, search, and services	PDE view settings	
Appearance	Open PDFs to last viewed location when you reopen files	-
🛄 Sidebar	open i of site new mende needen innen yee reopen mes	
🔄 Start, home, and new tabs		
🖄 Share, copy and paste		
Cookies and site permissions		
Default browser		
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**Office of the State Controller** Minimum PC Requirements

## Adobe settings:

- 1. Close all browsers
- 2. Open the Adobe Reader DC (Start → All Programs → Adobe Reader)
- 3. Click on Edit → Preferences → Documents

📕 Adobe	Reader		
File Edit	View Window H	elp	
	<u>U</u> ndo <u>R</u> edo	Ctrl+Z Shift+Ctrl+Z	0 / 0 100% 🕶 📝 🔻 Tools Sign C
	Cu <u>t</u> Copy Paste Delete	Ctrl+X Ctrl+C Ctrl+V	Kobe
	Select All Deselect All Copy File to Clipboard	Ctrl+A Shift+Ctrl+A	Acrobat.com Services
	T <u>a</u> ke a Snapshot Chec <u>k</u> Spelling Look Up Selected Wor	rd	Share Files Using SendNow Online
Q E	Eind Ad <u>v</u> anced Search	Ctrl+F Shift+Ctrl+F	Get Documents Signed
	Protection Analysis Accessibility Preferences	Ctrl+K	eating PDF forms
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4. Uncheck the "Allow documents to hide the menu bar, toolbars, and window controls" checkbox:

Preferences		×
Categories: Commenting Documents Full Screen General Page Display 3D & Multimedia Accessibility Adobs Option Services	Open Settings          Restore last view settings when reopening documents         Open cross-document links in same window         Allow layer state to be set by user information         Allow documents to hide the menu bar, toolbars, and window controls         Documents in recently used list:         5	
Email Accounts Forms Identity Internet JavaScript Language Measuring (2D) Measuring (3D) Measuring (Geo) Multimedia (legacy)	Save Settings          Image: Save Settings         Image: Automatically save document changes to temporary file every:         Image: Save As optimizes for Fast Web View         PDF/A View Mode         View documents in PDF/A mode:         Only for PDF/A documents	
Reading Reviewing Search Security Security (Enhanced) Signatures Spelling Tracker Trust Manager Units Updater		
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5. Click on the "Internet" option and uncheck the following box:

ategories:	Web Browser Options
Commenting  Documents Full Screen General Page Display	Use your browser to control viewing of PDF documents directly in the browser using Adobe Reader or Adobe Acrobat. The following Adobe product is currently available for use by browsers: C:\Program Files (x86)\Adobe\Reader 11.0\Reader\AcroRd32.exe
3D & Multimedia Accessibility	How to set up your browser to use Adobe products to view PDF documents
Email Accounts	Display in Read Mode by default
Forms	Allow fast web view
identity	Allow receptor in the background
nternet	Allow speculative downloading in the background
avaScript 📰	
anguage	Internet Options
Measuring (2D)	Connection speed: 56 Kbps
Measuring (3D)	connector special
Measuring (Geo)	
Aultimedia (legacy)	
Multimedia Trust (legacy)	
Reading	
eviewing	
Search	Internet Settings
ecurity	
ecurity (Enhanced)	
ignatures	
pelling	
racker	
Trust Manager 🔶	

6. Click OK when done. Open a browser, login to the Integrated HR – Payroll System (formerly BEACON portal) and verify the pay statement displays correctly.