



Providing a true world class
Human Resource Solution
for the State of Florida

People First End-User Workstation Requirements

Baseline Requirements for end-user workstations that are recommended for accessing the People First system are:

Windows 98 and higher

Internet Explorer 5.0 and higher

Netscape 6.0 and higher

Most employees will only need access to the **Human Resource & Payroll** section of the system. Other sections include **Organizational Management, Applicant, Learning & Performance Management, Imaging, Benefits and Hire.com**. **Hire.com** (used by supervisors for hiring and recruiting) requires a special browser and applet configuration, please see section titled "Staffing – Recruiting and Hiring Center". Please note that supervisors have been using Hire.com for the past year, so many workstations should already have the necessary configuration.

Special note to Macintosh Users – Mac OS 9.2.1 and higher can be used with the Human Resource & Payroll, Organizational Management, Applicant, Imaging and Benefits sections. Macintosh is NOT COMPATIBLE with the Hire.com and the Learning & Performance Management sections.

Staffing - Recruiting Center and Hiring Center (Hire.com)

If a Hiring Manager cannot access the Hiring Center with their computer, the settings below need to be checked. If after these settings are selected and they have restarted their MS Explorer and still cannot access the Hiring Center, they should call People First at 877-562- 7287.

REQUIRED BROWSERS AND SETTINGS:

Hiring Center (Requisition Manager Tools 1

1. **Must have Microsoft Internet Explorer 5.0.1, 5.5 or 6.0**
2. **Must have Java (Sun) disabled, and Microsoft VM JIT compiler enabled**
 - 1) Open the IE Browser.
 - 2) Select Tools -> Internet Options

Special Note: If this is the first time Hire.com is being loaded on the computer; have the user delete cookies, if they do not have a delete cookies button, have them delete temporary internet files. If they get an error message that they do not exist in Hire.com or receive an e-mail message, then have tech support check their account first before proceeding with the check list.

- 3) Select the Advanced tab, scroll down for steps 4 & 5 Shown in Figure 1
- 4) If Java(Sun) is installed - make sure it is disabled
- 5) Under Microsoft VM - make sure JIT compiler for Microsoft VM is enabled See picture below:

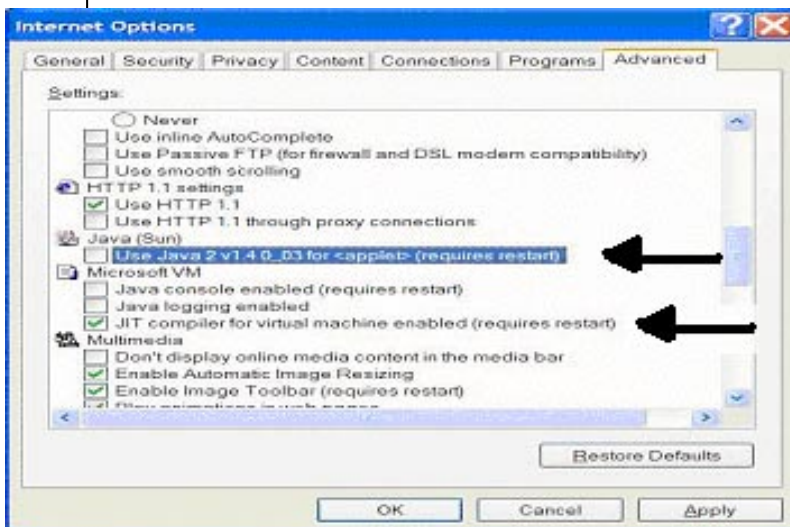


Figure 1

3. Must have ActiveX options enabled: The Security settings in IE must be set so that all signed ActiveX plug-ins are set to “Enable” or “Prompt”. Shown in Figure 2 and 3

- 1) Open an IE Browser.
- 2) Select Tools -> Internet Options
- 3) Security -> Local Intranet -> Custom Level
- 4) Make sure all ActiveX related options under “Active X controls and plug-ins” are set to “Enable” or “Prompt” - See pictures below:

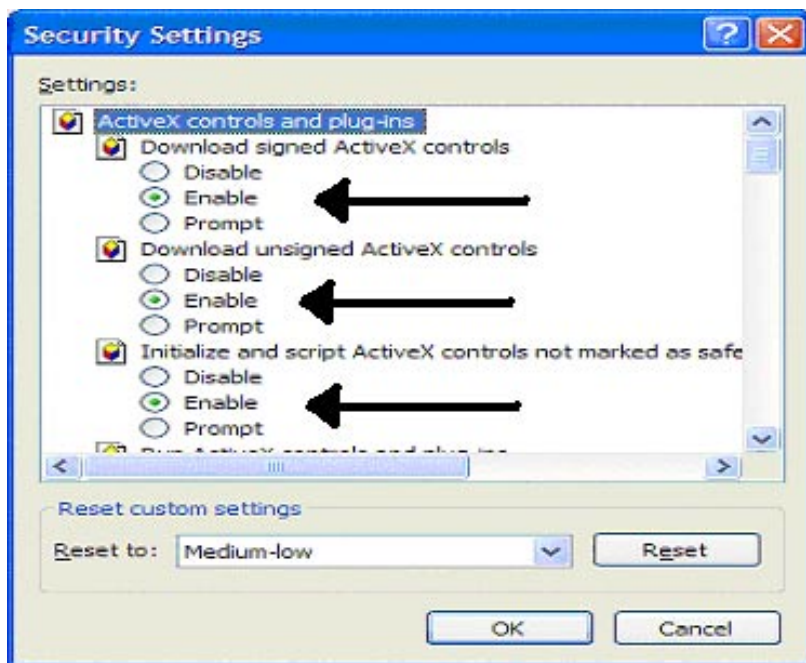


Figure 2

Note: Windows XP does not ship with the Microsoft Java VM. This software must be loaded separately.

Make sure that end users do not have “pop up” software that prevents popup windows. Below is the website end users can go if they do not have Microsoft VM installed on their computer. Be sure to deselect any sun java settings under internet option, advanced, and before going to this page. Meetingworks allows you to download the Microsoft Java VM from the following link.

Microsoft VM build 3805 for Windows XP, Windows 2000, Windows 95/98, Windows Me, Windows NT 4.0. 5.4 MB

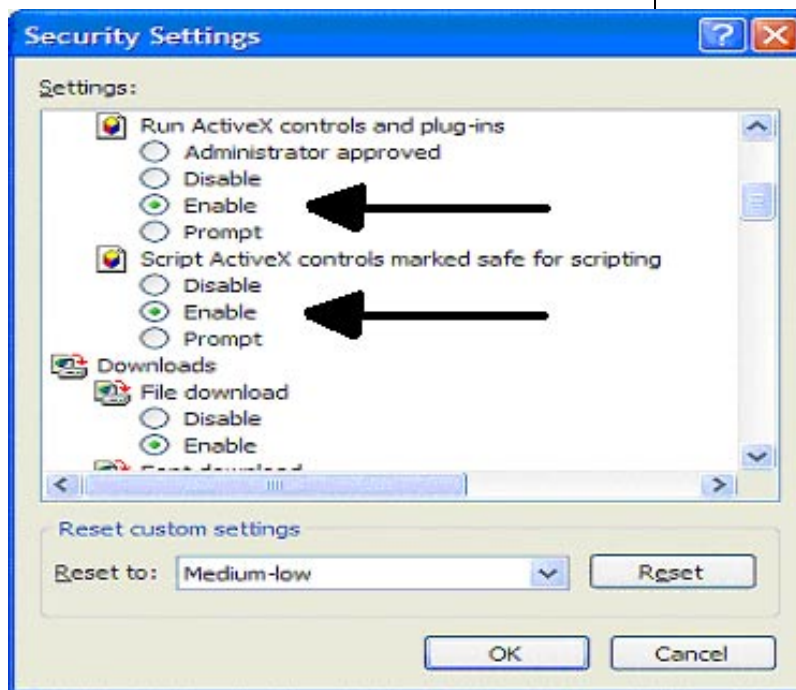


Figure 3

<http://support.microsoft.com/default.aspx?scid=kb;en-us;245201>