

Disabling Pop-up Blockers

If an anticipated page does not appear in Spectrum+, you may have a Pop-Up Blocker feature turned on. This can occur when you try to print a purchase order or a regular voucher. The Pop-up Blocker will prevent the form or report from appearing on your screen.

Listed below are common Pop-up Blockers and directions on how to disable them within the Spectrum+ System and to make viewing of these reports and forms possible.

Disabling the Blocker for the Current Pop-up

Step 1: You will receive the message below, “Did you notice the Information Bar?”

Click the **OK** button on the message.

Step 2: A message appears directly below the toolbar, “Pop-up blocked.”....

Step 3: Place your cursor on the message bar and right click. A list of values appears.

Step 4: Select “**Temporarily Allow Pop-ups.**” All pop-ups will be allowed while you are logged into the PeopleSoft session. Once you logout, the Pop-up Blocker will be restored for future sessions.

Disabling the Blocker for the Spectrum Plus 9.2 Site

Step 1: On Toolbar, click on the down arrow to the right of Pop-ups Blocked. Click on **Allow Pop-ups for this site.** This will continue to block pop-ups for all other sites except this one. Forms or Reports will now appear on the screen and can be printed.

Blocking Pop-ups on Other Browsers

Internet Explorer

Select **Tools, Pop-up Blocker, Turn Off Pop-up Blocker**

Mozilla

Select **Tools, Options**

Click on **Web Features** located on the left side of window

Remove the checkmark from beside the **Block Popup Windows**

Safari

Go to the Safari menu

In the window that displays, click on **Security**

Remove the checkmark from **Block pop-up windows**

Google Chrome

Select **Customize and Control Google Chrome**

Search field type **“Pop”**

Go to **Privacy** and select **Content Settings tab**

Scroll down to the highlighted **Pop-Ups** section

Select the **Manage Exceptions** tab and enter **“*.gsu.edu”** in the **Hostname Pattern box**