

For Training Purposes Only

Financial Information System Reports

Installation of 'J-Initiator' for FIS Online Reports

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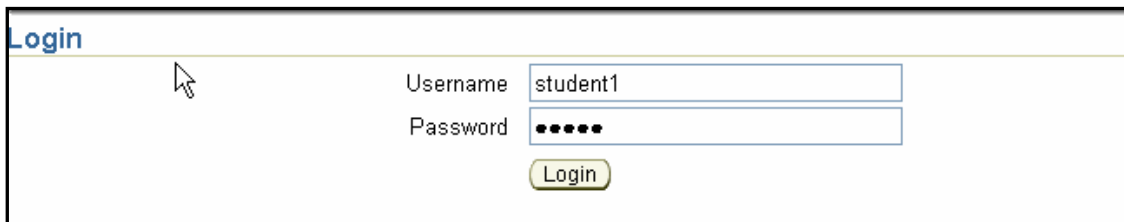
Installation of 'J-Initiator' for FIS Online Reports

I. Overview of the J-Initiator Requirement

Users may use Internet Explorer, Netscape, or Mozilla browsers to query and view the FIS On-Line and End-of-Month reports. However, regardless of which browser is used, the end-user must have the 'J-Initiator' installed on their respective computers. This installation occurs during the first attempt to access the FIS (Oracle) financials data and will require the end-user (installer) to have both administrator rights to the computer and an account on the FIS system.

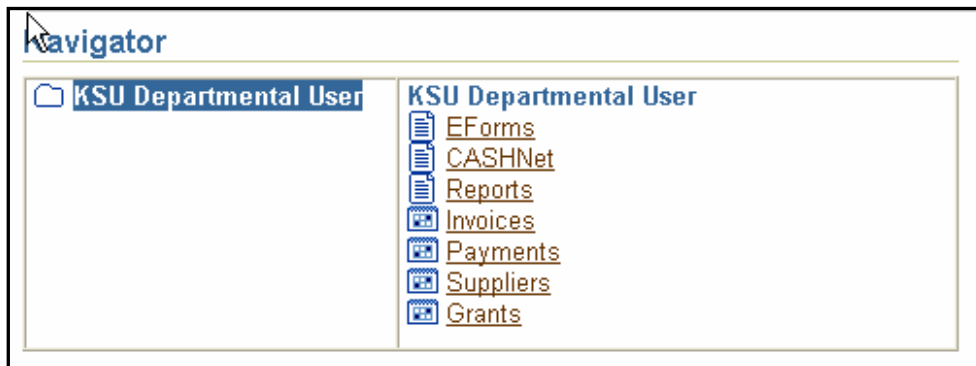
II. Steps for Installing the J-Initiator

1. Open an Internet Explorer browser session.
2. At this time (27 May 2005) go to <https://icecube.as.ksu.edu:8002> and click on 'Apps Logon Links' located on the left side of the screen. This will update the right side to show two (2) links, click on [E-Business Home Page](#). This will open up the login dialog box.
 - a. Enter the end-users FIS access account name and password (for my example I'll use my training instance of student1 and desk1).



The screenshot shows a web-based login form. The title is "Login". There are two input fields: "Username" containing "student1" and "Password" containing "*****". Below the fields is a "Login" button.

- b. Click on the Login button and you'll be taken to the Responsibility page which shows the KSU Departmental User responsibility. Click on the KSU Departmental User line and you'll be presented with a list of appropriate responsibilities.



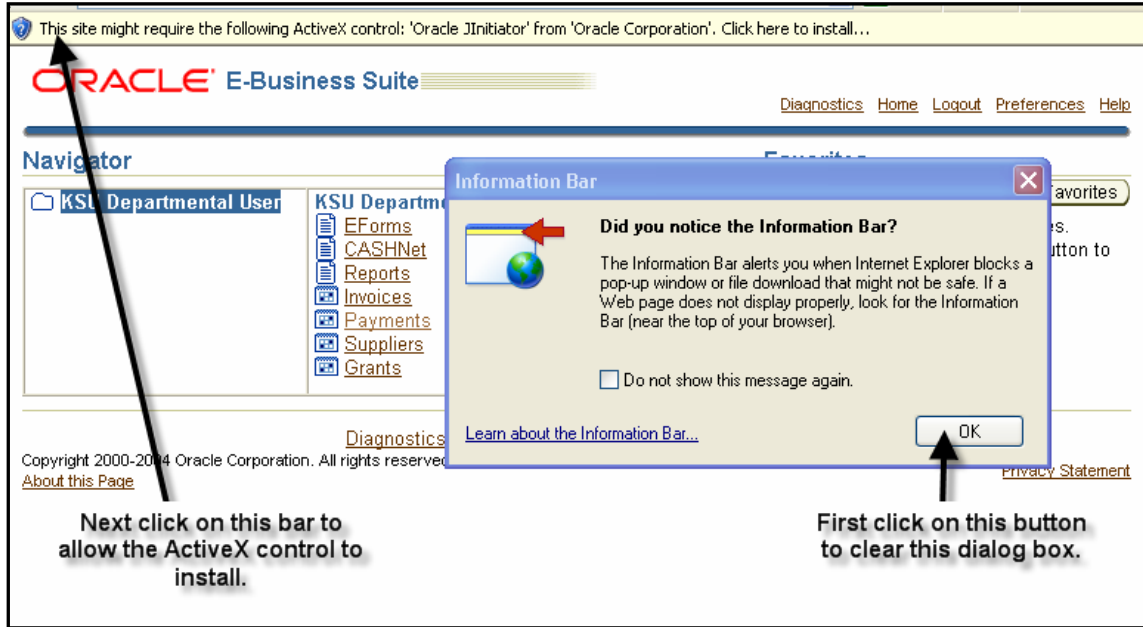
The screenshot shows a web-based "Navigator" page. The left pane shows "KSU Departmental User" selected. The right pane shows a list of responsibilities: EForms, CASHNet, Reports, Invoices, Payments, Suppliers, and Grants.

- c. Pick either 'Invoices' or 'Payments' and click on the one you select. This will launch the install procedure. You will now see a series of screen and possibly some warning notices.

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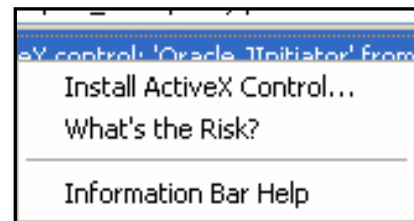
The J-Initiator requires ActiveX and popups for this site and you may be asked to allow such to run.

d. As shown below, a dialog box appears asking you to allow an ActiveX control from Oracle. First clear the Information dialog box by clicking on the OK button, and then click on



the bar at the top of the screen to allow the ActiveX control to install.

e. Another smaller dialog box comes up – select 'Install ActiveX Control...'

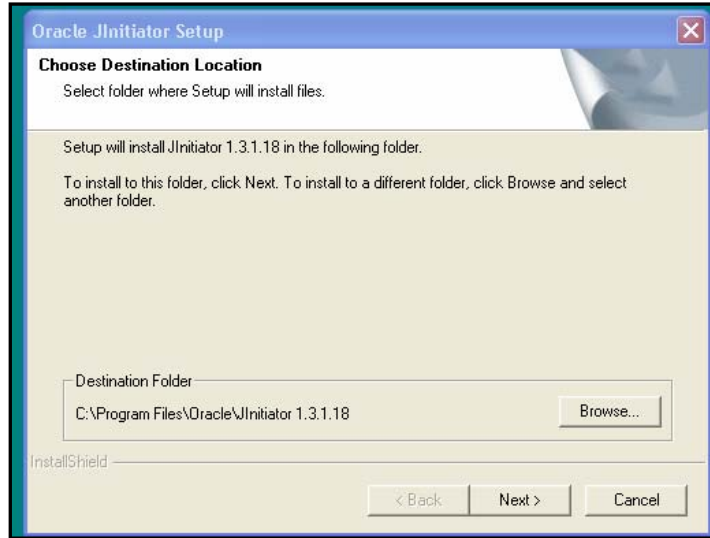


f. You will be returned to the original responsibilities screen. Click on the choice you originally selected (invoice or payment) and you will be presented yet another dialog box. Click on install to continue.

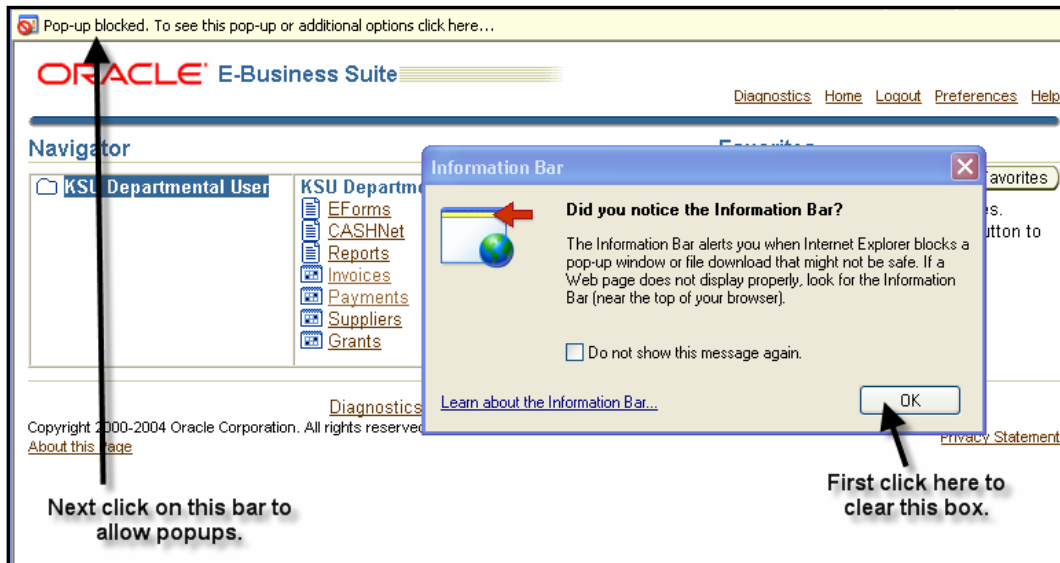


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g. The J-Initiator installer will now take over. Simply accept the default values as you go through the various screens by clicking on the 'Next' button. At the end you will be presented a final screen where you click on the 'Finish' button.

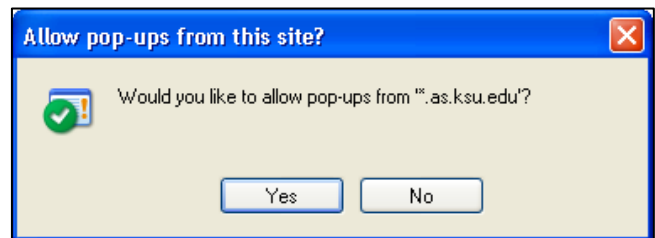
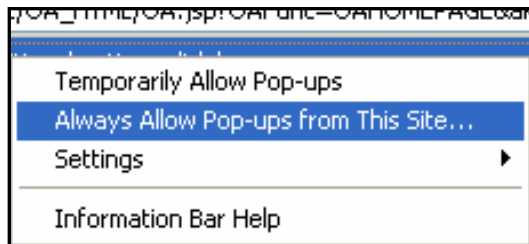


h. You will be returned to the original responsibilities screened again. Select the same choice once again. Now you will get a dialog series showing that pop-ups are blocked. First clear the Information box, and then click on the bar at the top of the screen as shown below.

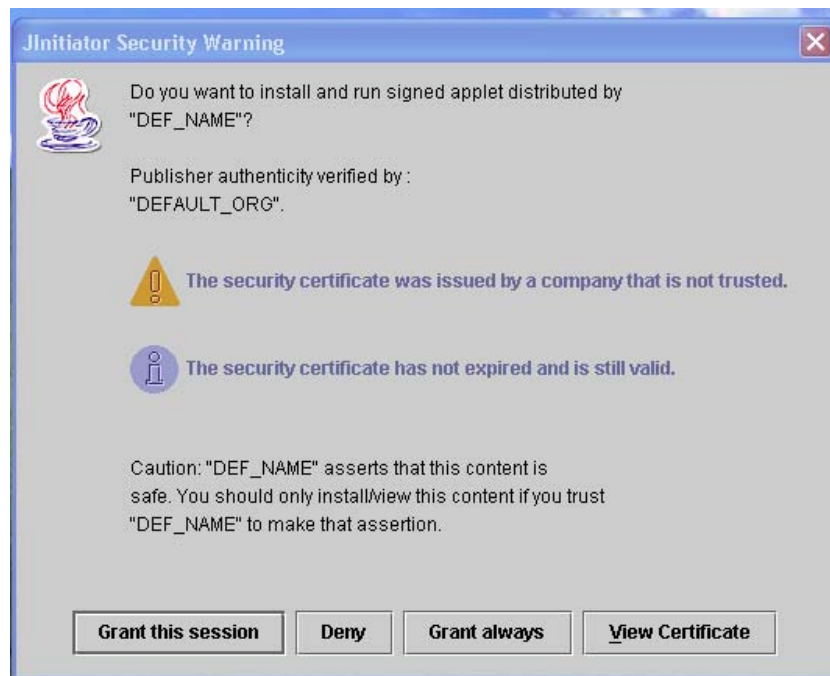


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i. You will get another dialog box giving choices on the allowing of popups. Highlight the option to 'Always Allow Pop-ups From This Site' and click. Another box will appear asking if you wish to allow pop-ups from 'as.ksu.edu'. Click on the 'Yes' button.



j. Finally, you may get the following dialog box. If you do, click on the 'Grant always' button. You will again be returned to the responsibilities page where you must select the choice.



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k. You will be presented with a series of screens and ultimately will end up in the actual FIS/Oracle site. One last dialog window may be presented as shown below. Click on the 'unlock' and that should complete the J-Initiator installation.



VI: Questions and Comments:

Address any questions, comments, or suggestions for training to the Controller's Office, Systems Division, 216 Anderson Hall, or call 785-532-1861.