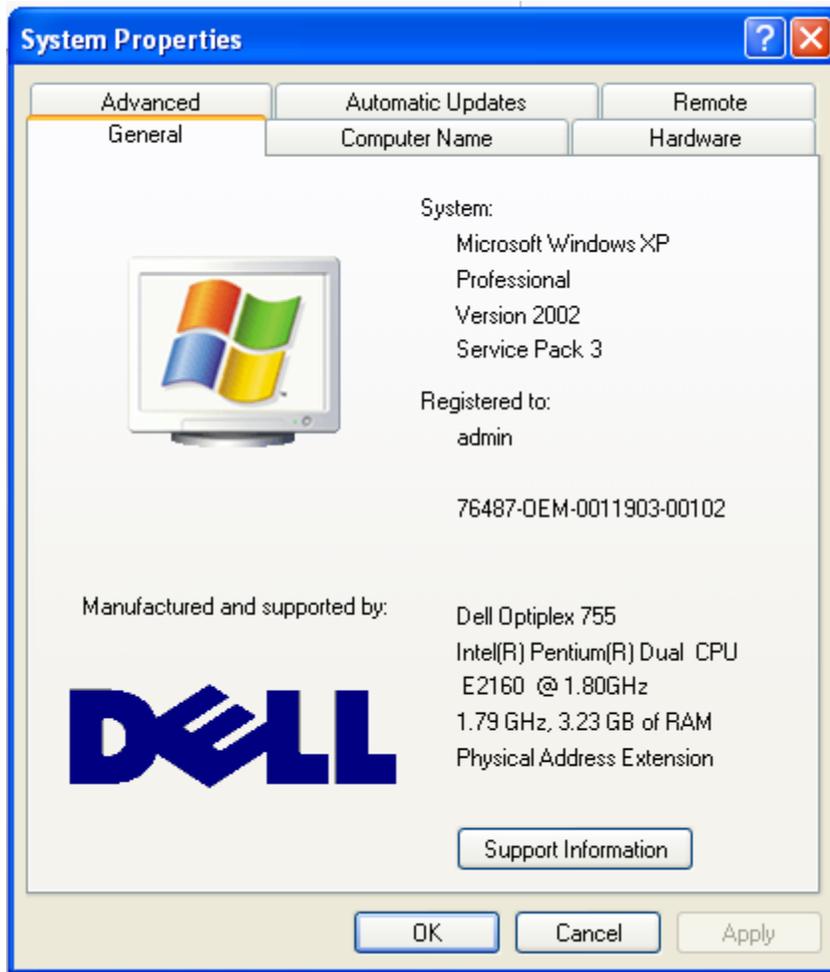


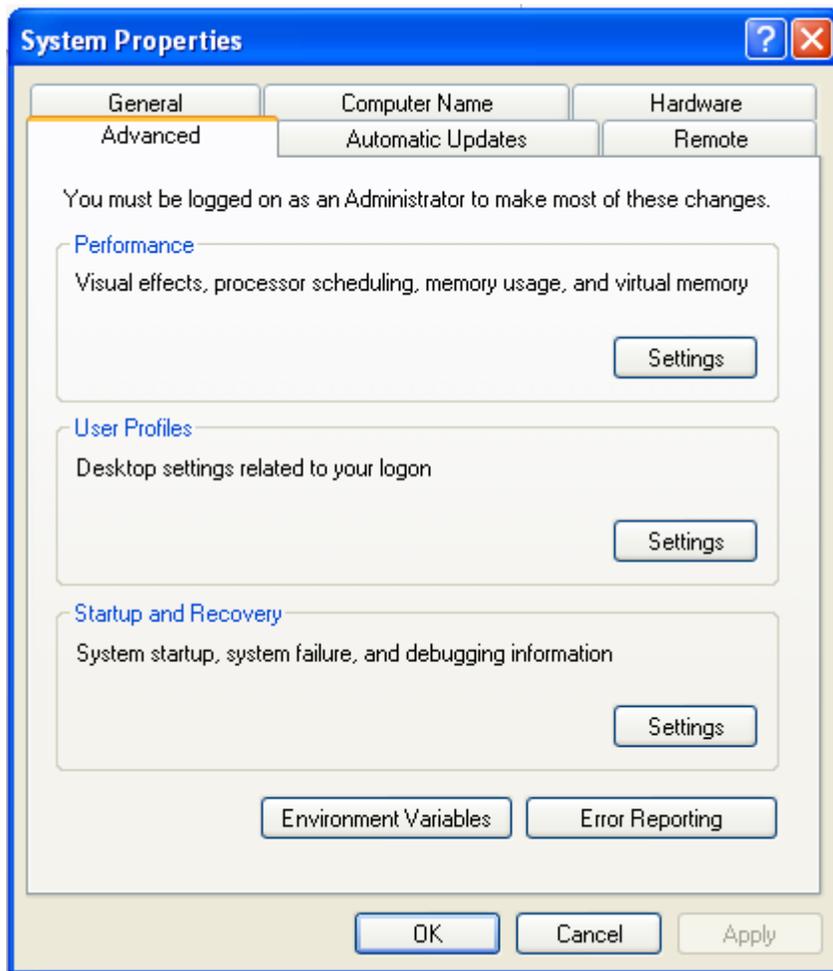
Crystal Print Control Installation Instructions for PCs running Microsoft Windows XP and using the Internet Explorer browser

Important Notice: You must have administrative rights to your PC to perform the following tasks. If your login account does not include administrative rights, you will need to get someone in your local IT department to help with this installation. Additionally, it is recommended that you document the value of each setting described in this document prior to changing its value, as it may be necessary to restore the original values later.

- 1) Login to Windows using an administrator account.
- 2) On the Windows desktop, right click on the icon labeled *My Computer*, then select *Properties*. Alternatively, you can get to this by clicking on the *Start* menu, then *Settings*, then *Control Panel*, then *System*.
- 3) At this point, you should see a window similar to the following:

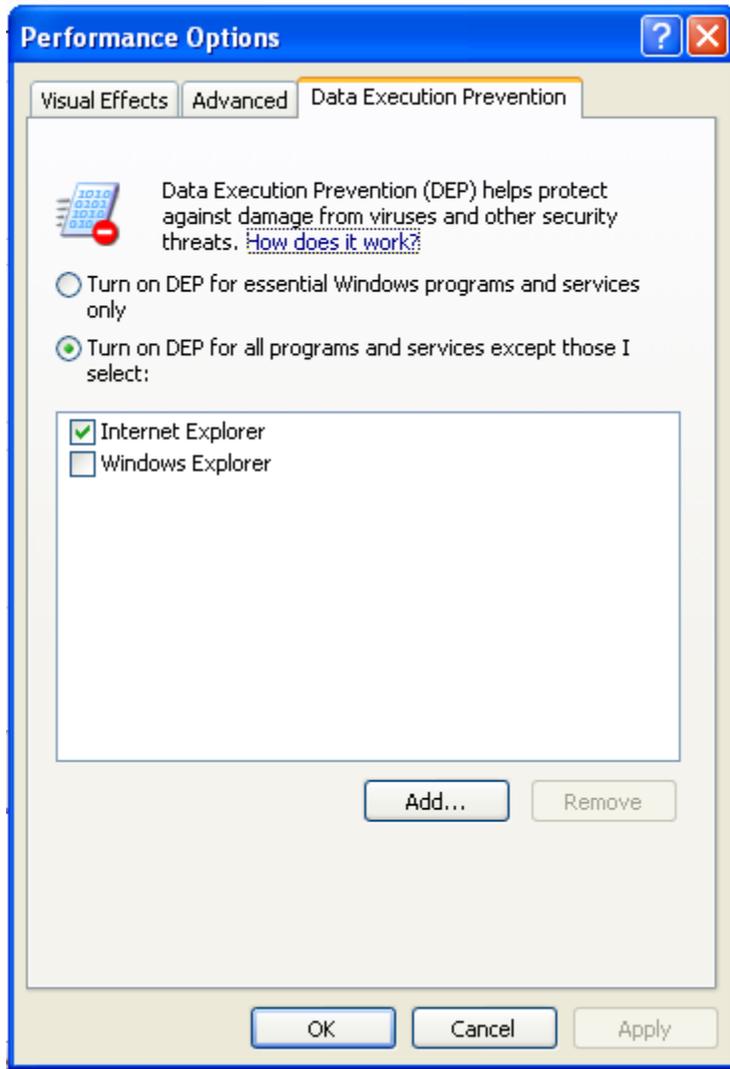


4) Click on the Advanced tab. You should see a window similar to the following:



5) Click on the *Settings* button in the box labeled *Performance*. This will display a window titled *Performance Options*.

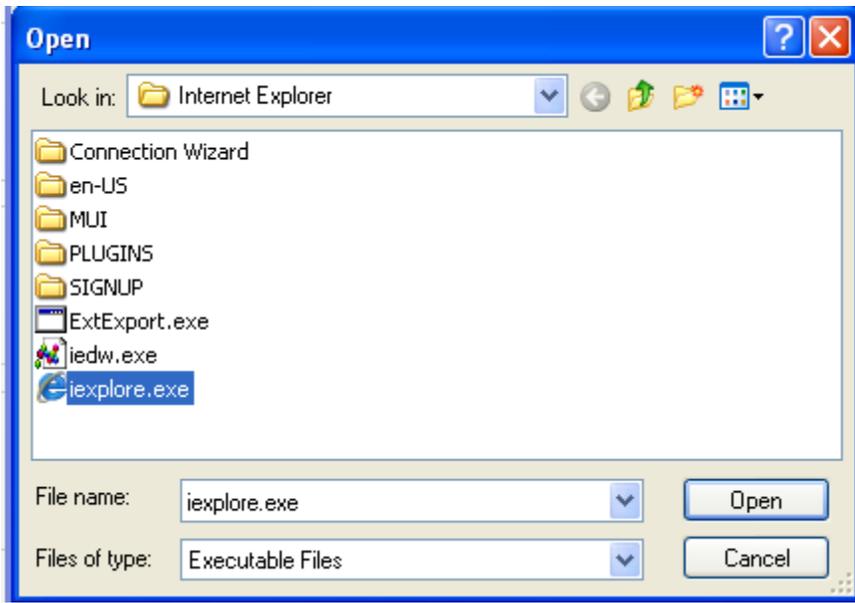
6) From the *Performance Options* window, click on the *Data Execution Prevention* tab. You should see a window similar to the following:



7) Make sure the radio button for the second option (Turn on DEP for all programs and services except those I select) is selected.

8) Make sure *Internet Explorer* appears in the box as shown above and that there is a check in the checkbox next to *Internet Explorer*, just as it appears above.

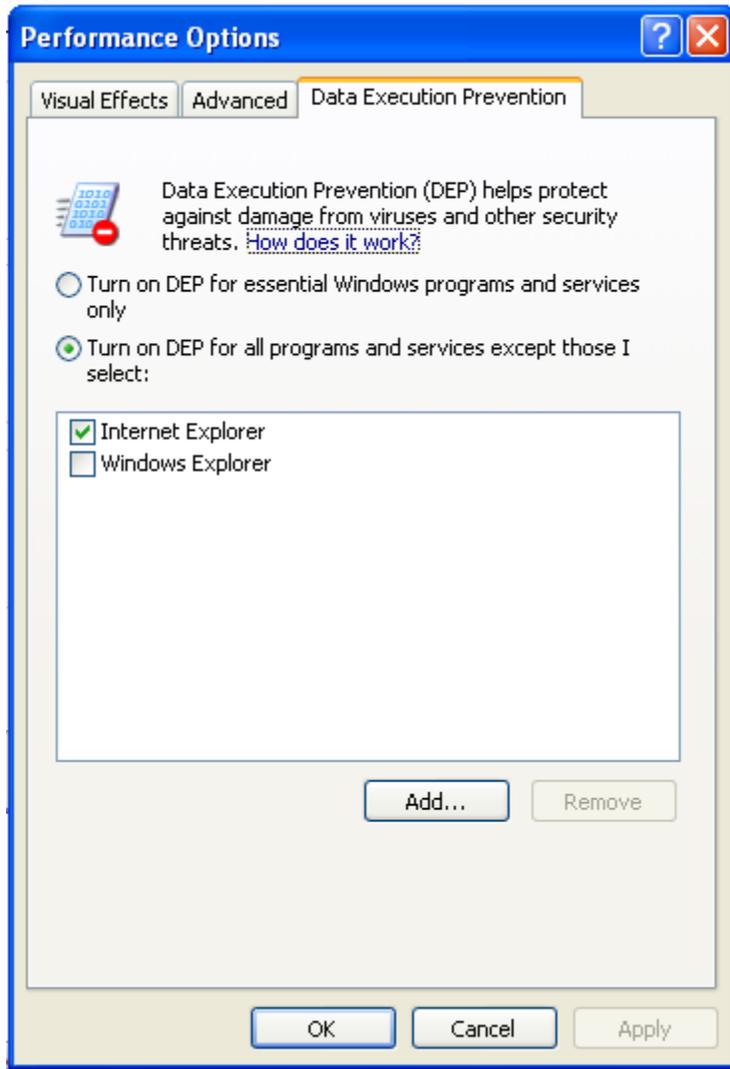
9) If *Internet Explorer* is not listed as shown above, click on the *Add* button. You will need to navigate to the location where Internet Explorer resides. Most likely it will be located at My Computer, Local Disk (C:), Program Files, Internet Explorer, iexplore.exe. You should see a window similar to the following:



10) Make sure `iexplore.exe` is selected, then click on the *Open* button. You should see the following dialog box:



11) Click on OK. You should see the following window again, and it should now include Internet Explorer as shown below:



12) Click on OK. This will save your changes and return you to the *System Properties* window.

13) Click on OK in the *System Properties* window.

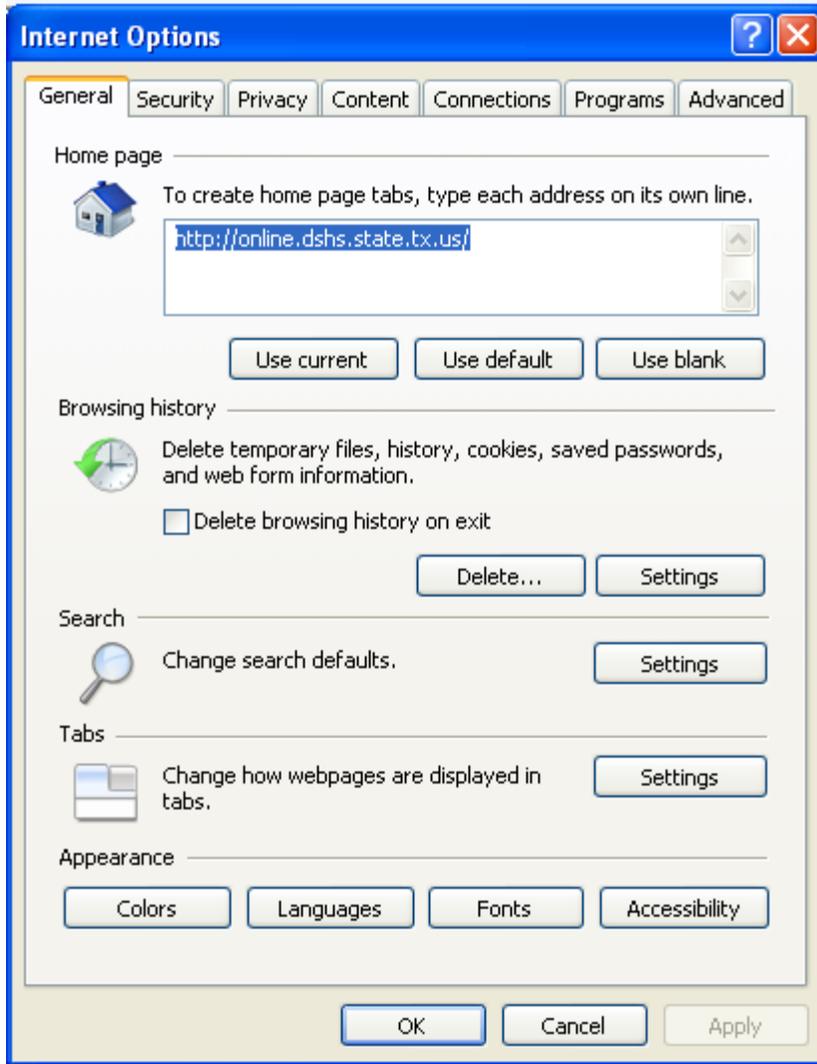
14) Bring up Internet Explorer.

15) Using Internet Explorer, go to the ITEAMS website:
<https://iteams.dshs.texas.gov/IRMSTexas>

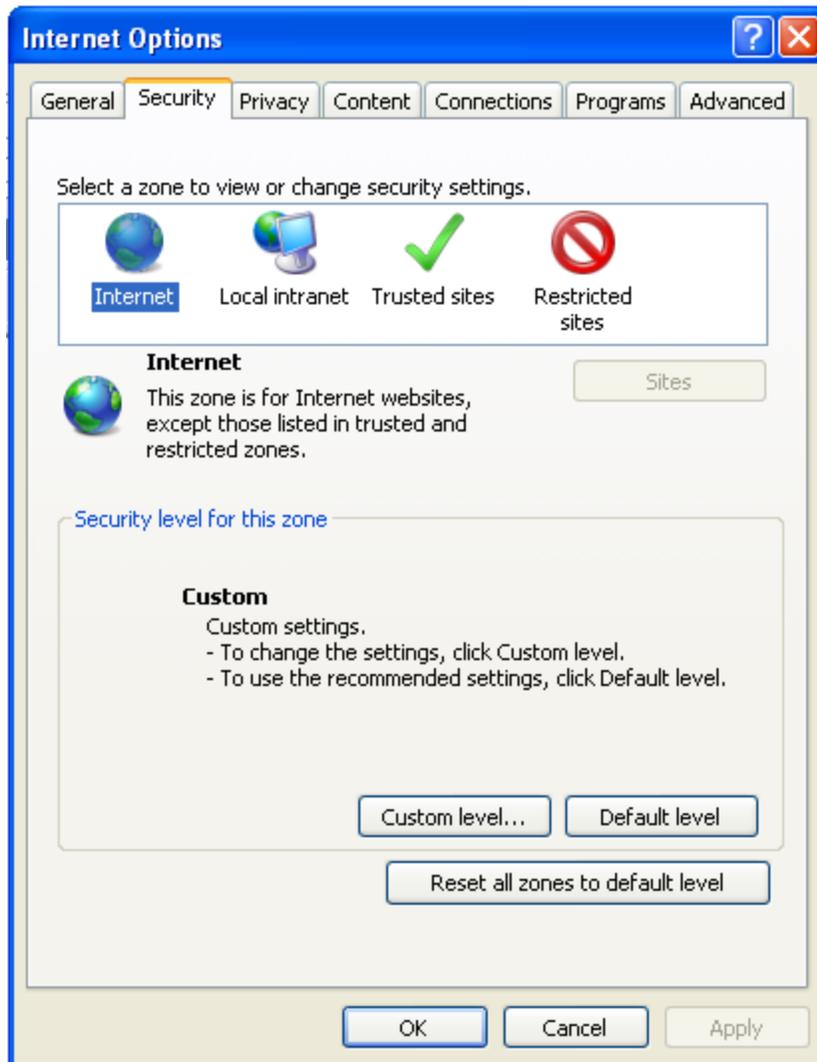
16) On the menu near the top of the Internet Explorer window, click on *Tools*.

17) On the *Tools* menu, make sure the *Pop-up Blocker* is off.

18) On the same *Tools* menu as above, click on *Internet Options*. You should see a window similar to the following:



19) Click on the Security tab at the top of the window. You should see a window similar to the following:

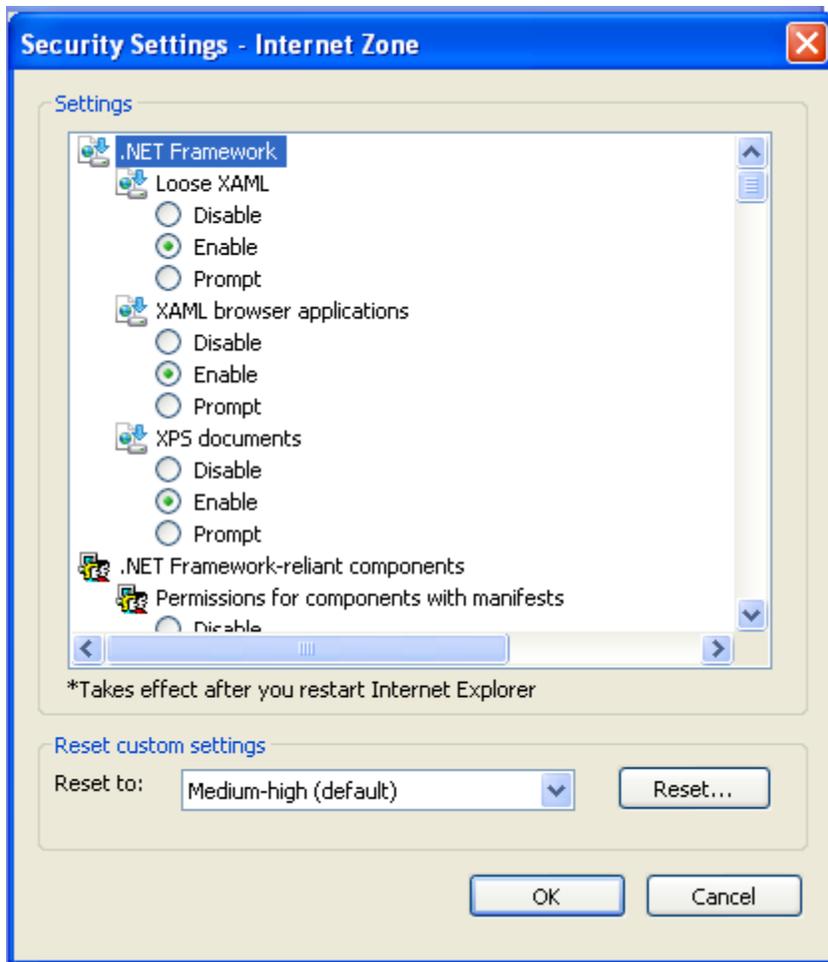


20) Click on *Trusted sites*, then click on the *Sites* button.

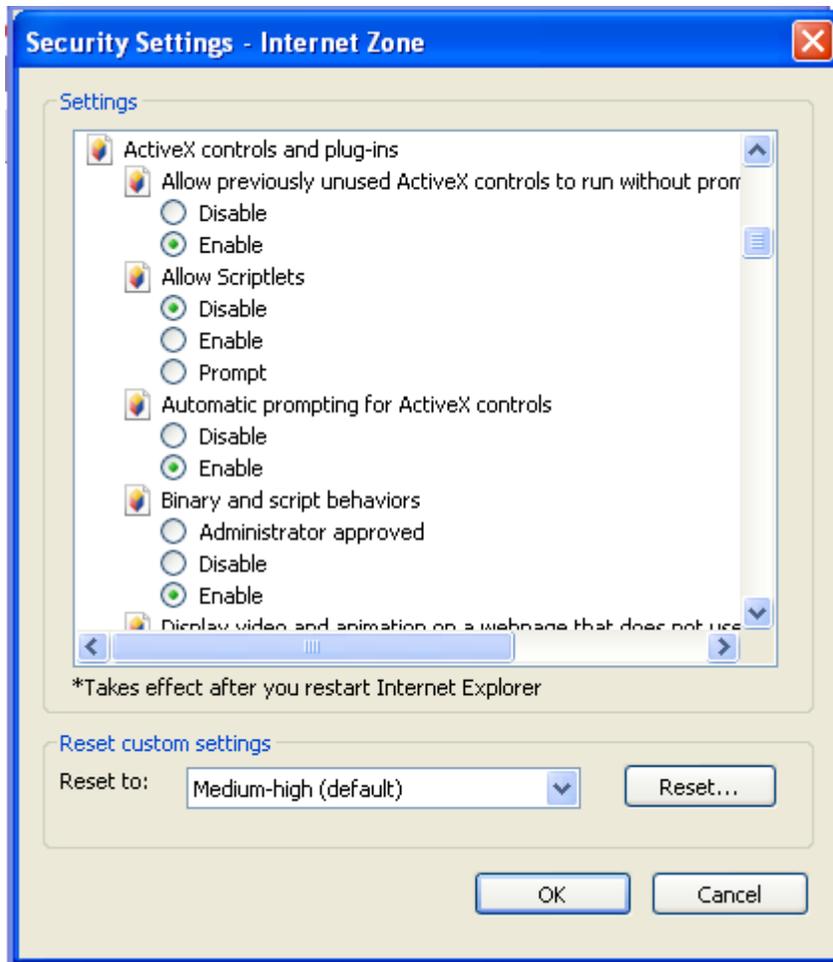
21) Click on *Add* to add the ITEAMS website to the list of trusted sites.

22) Click on the *Close* button. This should return you to the *Internet Options* window.

23) From the *Advanced* tab of the *Internet Options* window, click on the Earth icon labeled *Internet*, then click on the button labeled *Custom level*. This should display a window similar to the following:



24) Scroll down within the *Security Settings* window until you see *ActiveX controls and plug-ins* as shown below.



25) Check the following items (under *ActiveX controls and plug-ins* within the *Security Settings* window, as shown above) and make sure each item is set as described below.

Allow previously unused ActiveX controls to run without prompt	Enable
Automatic prompting for ActiveX controls	Enable
Binary and script behaviors	Enable
Download signed ActiveX controls	Prompt
Download unsigned ActiveX controls	Prompt
Initialize and script ActiveX controls not marked as safe for scripting	Prompt
Run ActiveX controls and plug-ins	Enable

Script ActiveX controls marked as safe for scripting	Enable
Downloads	
Automatic prompting for file downloads	Enable
File download	Enable
Miscellaneous	
Launching applications and unsafe files	Prompt

26) After completing the changes described above, click on the OK button to save your changes and close the *Security Settings* window. This will return you to the *Internet Options* window.

27) Click on the OK button to save your changes and close the *Internet Options* window.

28) Some of the changes made above may require that you reboot your PC. We recommend you go ahead and reboot at this point.

29) Login to Windows using an administrator account.

30) Using Internet Explorer, go to the ITEAMS website:

<https://iteams.dshs.texas.gov/IRMSTexas> and login as you normally would.

31) Run one of the reports, then click on the printer icon that appears just above the onscreen report. After a short delay, a yellow message bar should appear near the top of your browser window as shown below.

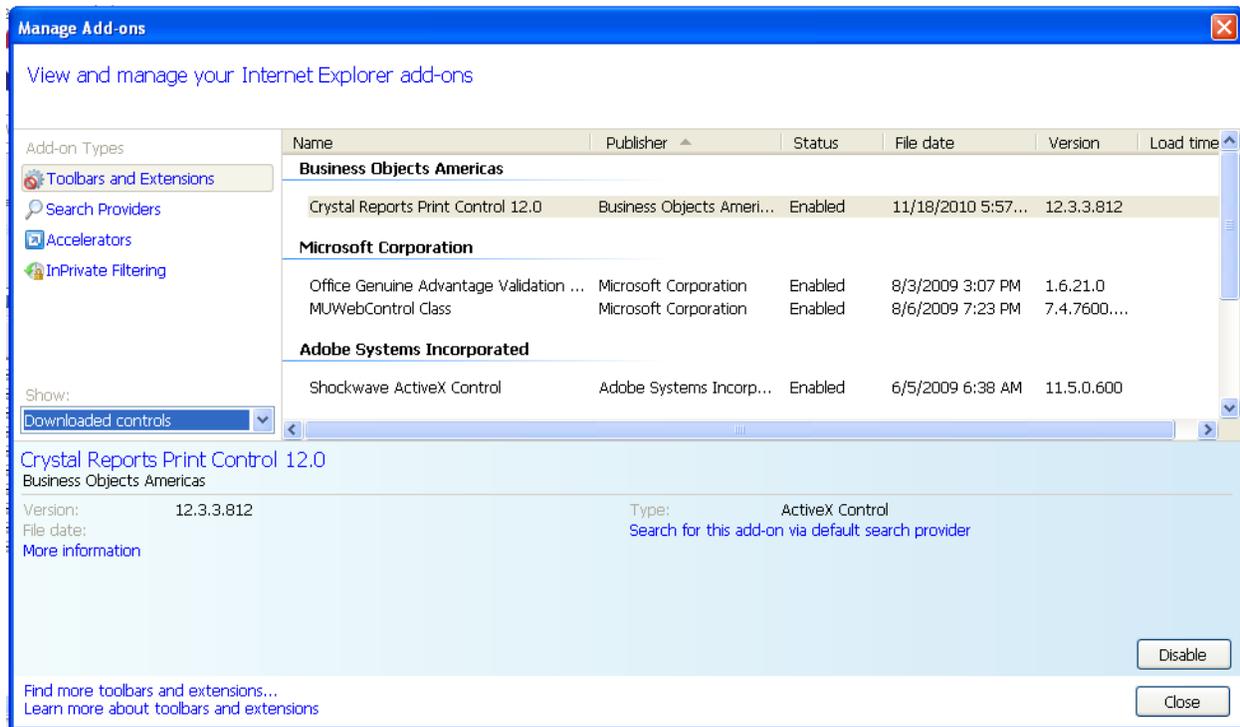
The screenshot shows an Internet Explorer browser window. At the top, a yellow security warning bar is visible, stating: "This website wants to run the following add-on: 'Crystal Print Control' from 'Business Objects Americas'. If you trust the website and the add-on and want to allow it to run, click here...". Below the warning, the browser address bar shows the URL "https://iteams.dshs.texas.gov/IRMSTexas". The page content includes a navigation menu with items like "Welcome", "Provider Information", "Receiving", "Doses", "Inventory", "Place Order", "Update Choice", "Reports", and "Help". The main content area displays a report titled "Tally and Physical Count Sheet" with a table of vaccine data. A "Print" dialog box is open over the table.

NDC and Vaccine	Lot and Expiration	0 - 18 years Doses Administered	19 years and over Doses Administered	Physical for Refrigerate
49281-0278-10-P DT (DT), single-dose vial (Fed)	LOT-696 11/14/2014			
49281-0286-10-P DAFTACEL (DTAP), single-dose vial (Fed)	LOT-721 11/14/2014			
49281-0286-10-P DAFTACEL (DTAP), single-dose vial (Fed)	LOT-729 11/14/2014			

32) Click on the yellow message bar and follow the onscreen instructions to download the Crystal Print Control and save it to your PC.

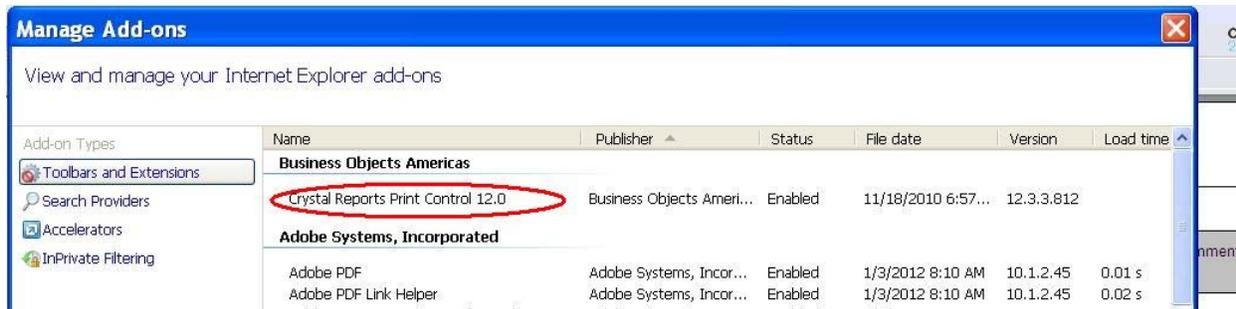
33) Your report may not print the first time you download the control, so you may need to click on the printer icon again.

34) To verify that the control was installed, click on *Tools* on the menu at the top of your Internet Explorer window, then select *Manage Add-ons*. You should see a window similar to the following:



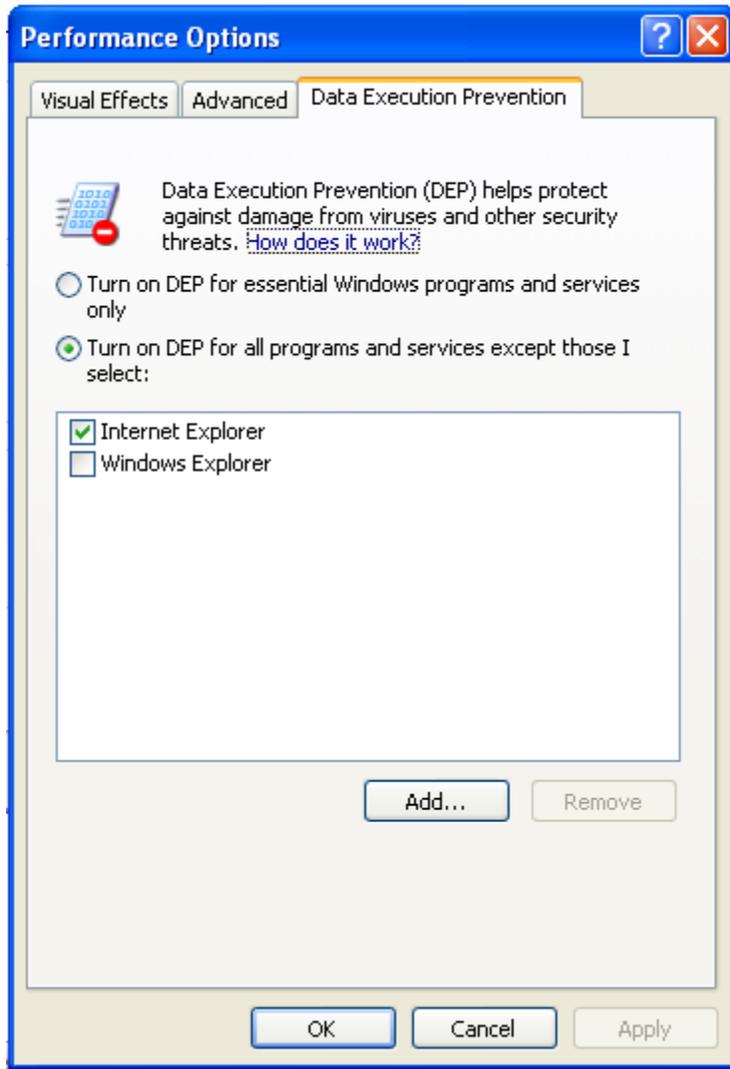
35) Near the left side of the window, there is a dropdown list. Make sure *Downloaded controls* is the currently selected item.

36) You should see an entry for *Crystal Reports Print Control* under *Business Objects America* as shown in the window below.



37) Make sure that the *Status* column says *Enabled* for the *Crystal Reports Print Control* entry on the *Manage Add-ons* window. If it is disabled, you can change it to *Enabled* by clicking on the entry, then clicking the *Enable* button near the bottom of the window. Now try to print the report again by clicking on the printer icon as previously discussed above.

38) After you have successfully downloaded and installed the Crystal Reports Print Control and you are able to print your reports, you should restore your settings back to their previous values. Begin by repeating steps 2 – 6 at the top of this document. You should now be viewing the *Data Execution Prevention* tab on the *Performance Options* window as shown below.



39) Click on the *Internet Explorer* entry in the *Performance Options* window as shown above, then click on the *Remove* button. The entry for *Internet Explorer* should disappear. Click on the radio button next to *Turn on DEP for essential Windows programs and services only*. Click on the *OK* button to save your changes and close the DEP tab, then click on *OK* again to close the *Performance Options* window.

40) Bring up Internet Explorer.

41) Click on *Tools* on the menu near the top of the window, then click on *Internet Options*.

42) In the *Internet Options* window, click on the *Security* tab. Make sure that the *Internet* zone is selected, then proceed to restore your original settings by either clicking on *Custom level* to reset them individually, or *Default level* to reset all settings to their default.