

Configuring Workstations for use with the PARS II System

7/30/2010

1 PROCEDURES

1.1 Introduction

Most users will be comfortable with contacting their IT Helpdesk for completing the instructions below. However, If you have Admin rights on your workstation, and are comfortable with making configuration changes to it, you may follow these directions yourself.

1.2 Installation of Dekker, Ltd. ActiveX Control

1. Log onto the workstation to be configured using an ID/Password that can perform administrative functions on the workstation being configured (e.g. Install software, add Active-X controls). Note that administrative access is only required for initial workstation configuration, not ongoing operation of the PARS II application on the workstation.
2. Check hardware, software and network requirements as identified in section 2 below. Less than minimum requirements are unsupported and can mean unpredictable results.
3. Using Microsoft Internet Explorer 8, open this link:
<https://pars2.doe.gov/PARS2/SSSTemp/wfSSSXIlsView.aspx?RPTID=1000000>
4. There will be the thin yellow bar at the top of the application window: "This website wants to install the following add-on" 'Dekker, Ltd.' From 'Dekker, Ltd.'. If you trust the website and the add-on, and want to install it, click here". Install the Add-On, "...for all users on this This Computer". Note: This website has been Certified and Accredited by DOE, and is safe to install controls deployed from this site.
5. You may receive one or more "Internet Explorer Security Warning" popup windows advising that "The software you are installing has not passed Windows Logo testing to verify its compatibility with Windows XP.". Click on "Continue Anyway" every time this popup appears.
6. The required Active-X control from Dekker will have been installed and the workstation should now display the Excel report, possibly with an Excel macro security warning.
7. Refer to section 1.3 below for additional instructions on Excel macro security.

1.3 Set MS Excel Macro Security to Allow Digitally Signed Content from Dekker, Ltd.

OFFICE 2007

1. Start Microsoft Office Excel 2007
2. Click on the MS Office icon in the upper left-hand corner of the Excel application window.
3. Click on the [Excel Options] button at the bottom.
4. On the left Navigation Bar, click on "Trust Center".

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5. On the right, click on "Trust Center Settings".
6. On the left Navigation Bar, click on "Macro Settings".
7. Click on the Radio Button "Disable all macros except digitally signed macros".
8. Click on [OK].
9. Exit Excel.
10. The first time you run an Excel Report in PARS 2, you may see a security warning bar directly under the Office Tool Bar, click on [Options].
11. A "Security Alert – Macros & ActiveX" screen will open.
12. Select "Trust all documents from this publisher" and click on [OK].
13. Close Excel.
14. View the report again and verify that the report is displaying correctly now, and there is no security warning bar.

2 HARDWARE, SOFTWARE AND NETWORK REQUIREMENTS

- Minimum 1280 X 1024 Display (Monitor and Graphics card)
- 2Gb memory
- 2 CPU cores at 2.5 GHz or 1 CPU core at 3+ GHz
- MS Windows XP
- MS Internet Explorer 8 (previous versions not supported)
- MS Word and MS Excel, 1997 thru 2007
- Network connectivity to <https://pars2training.doe.gov/> and <https://pars2.doe.gov/> for web and transfer of Excel spreadsheets (with embedded macros)

3 ADDITIONAL HELP

3.1 PARS II Helpdesk

- By Telephone
 - DC Metro Area
 - 301-903-2500
 - Nationally
 - 1-866-834-6246
 - Once connected, select option 4, then option 5
- By Email
 - i-Manage.eas@hq.doe.gov

3.2 PARS II Website

- http://www.management.energy.gov/online_resources/pars2.htm

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Change Control Page

The change control page is used to record information about the changes (i.e., additions, modifications, deletions) that have been made to this document.

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