# ABC Information System Resolving the Zip Code Problem in the Online Annual Report Interface

We have discovered a problem with the entering and editing of **Zip Codes** in the online Annual Report interface on **http://annualreport.abcis.org**. To resolve the problem, users must assign the http://annualreport.abcis.org website to a security zone.

# For those using Internet Explorer 6 or previous versions, please follow the steps below to resolve the issue. Those using Internet Explorer 7 will need to follow the additional steps beginning on Page 3.

- 1. With In Internet Explorer open, click on the Tools menu.
- 2. Click Internet Options.
- 3. Click the **Security** tab.
- 4. Click on **Trusted Sites**.
- 5. Click the **Sites** button.

# Figure 1



### **ABC Information System**

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- 6. In the "Add this Web site to the zone:" text box, type http://annualreport.abcis.org as shown in Figure 2. You MUST type the address exactly as specified. DO NOT ENTER "WWW" in the name.
- 7. If the box labeled "**Require server verification (https:) for all sites in this zone**" is checked, you MUST uncheck it by clicking on the box to clear the check mark.
- 8. Click the Add button to add http://annualreport.abcis.org to your list of Trusted Sites.
- 9. Users of Internet Explore 6 should now log out of Internet Explorer for the changes to Trusted sites to take effect. *Those using Internet Explorer 7 should continue with the instructions on pages 3 and 4.*

# Figure 2

Trusted sites		
You can add and remove Web sites from this zone. All Web sites in this zone will use the zone's security settings.		
Add this Web site to the zone:		
http://annualreport.abcis.org/		
Web sites:		
Remove		
Require server verification (https:) for all sites in this zone		
UNCHECK this box if OK Cancel		

After completing the steps above, those using Internet Explorer 6 are now able to enter and edit Zip Code values in the Online Annual Report.

Those using Internet Explorer 7 need to complete the additional steps beginning on Page 3.

# ABC Information System

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# **Additional steps for users of Internet Explorer 7 only:**

10. After adding "http://annualreport.abcis.org" to your Trusted Sites, click on the Custom Level button.

Figure 3	
1	Internet Options 🔗 🔀
- 1	General Security Privacy Content Connections Programs Advanced
	Select a zone to view or change security settings.
	🔮 😼 🗸 🚫
	Internet Local intranet Trusted sites Restricted sites
	Trusted sites
	This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.
	Security level for this zone
	<b>Custom</b> Custom settings. - To change the settings, click Custom level. - To use the recommended settings, click Default level.
	Custom level Default level Reset all zones to default level
	OK Cancel Apply

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# Additional steps for users of Internet Explorer 7 only:

- 11. Scroll down the list to the "Access data sources across domains" subject.
- 12. Click on the radio button next to the **ENABLE** option.
- 13. Click on the **OK** button.
- 14. You must **restart Internet Explorer** for the changes to take effect.

#### **Figure 4**

Security Settings - Trusted Sites Zone	
Settings	
Access data sources across domains     Disable     Enable     Prompt	
Allow META REFRESH     Disable     Enable     Allow scripting of Internet Explorer web browser control     Disable	
<ul> <li>Enable</li> <li>Allow script-initiated windows without size or position constration</li> <li>Disable</li> <li>Enable</li> <li>Allow webpages to use restricted protocols for active conten</li> </ul>	
O Disable	
*Takes effect after you restart Internet Explorer	
Reset custom settings Reset to: Madium (default)	
OK Cancel	

Users of Internet Explorer 7 will now have access to edit and enter Zip Codes in the American Baptist Churches Online Annual Report.