

PeopleFluent Talent Management 21.07 Hardware and Software Requirements

Document Version: 1.0

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About This Document

This document describes end user system requirements for PeopleFluent Talent Management.

Audience

This document is intended for:

- System Administrators
- IT Staff
- End Users

Note: This document assumes that you are familiar with the supported versions of the operating systems, web browsers, and typical office software.

Notice to Users

This document provides detailed information about the hardware and software you will need to use PeopleFluent Talent Management.

This document is subject to revision based on external hardware and software changes; it will be updated periodically to reflect those changes.

PeopleFluent supports and provides defect fixes for PeopleFluent products under valid Support and Maintenance Agreements on only those operating systems and browser environment distributions that have been certified and published by PeopleFluent. While it may be possible to run PeopleFluent products on other, non-certified operating system or browser environment distributions, PeopleFluent makes no such representations or warranties, either express or implied. Additionally, PeopleFluent will not be responsible for providing any defect fixes for any such non-certified distributions.

Document Revision

This section lists the initial publication and any changes or updates that follow.

| Revision Information | | | | |
|----------------------------------|----------------------|--|--|--|
| Revision Date: | June 22, 2021 | | | |
| Revised Document Version Number: | 1.0 | | | |
| Details of Revision: | Initial publication. | | | |

Table 1: Revision Information

Hardware and Software System Requirements

The following sections describe system requirements and information about setting up your computer for use with PeopleFluent Talent Management.

Workstation Requirements

Table 2: Workstation Requirements

| Requirement | Definition |
|--------------------|---|
| Operating System | Microsoft Windows 10 Microsoft Windows 8.1 macOS 10.13 or later |
| Memory | Recommended: 2 GB RAM or more Minimum: 1 GB RAM |
| Processor Speed | Recommended: Dual Core, 1 GHz (or equivalent compatible processor) Minimum: Pentium 4, 1 GHz |
| Monitor Resolution | Recommended: 1280 x 1024 pixels or higher Minimum: 1024 x 768 pixels |
| Monitor Size | Recommended: 17 inch or larger Minimum: 15 inch |

Mobile Device Requirements

To provide security and the best performance to our users, PeopleFluent clients who want to use mobile-enable features are recommended to use mobile devices with the latest stable release of Apple iOS or Google Android.

Unsupported older versions of those operating systems may have rendering or compatibility issues. When such issues are reported, PeopleFluent will attempt to recreate on fully supported operating systems and in the event this cannot be replicated, the remedy will likely be a recommendation for clients to upgrade to a supported operating system.

Web Browser Support Policy

To provide the best security and performance for our users, PeopleFluent recommends that clients use one of the following browsers to access PeopleFluent applications.

Older browser versions may have rendering or compatibility issues. When such issues are reported, PeopleFluent will attempt to recreate on recent browser versions and in the event this cannot be replicated, the remedy will likely be a recommendation for clients to upgrade to one of the following browsers.

Microsoft Edge (latest stable release)

PeopleFluent supports the latest stable release of Microsoft Edge browsers in accordance with Microsoft's support policy.

Microsoft Internet Explorer

PeopleFluent supports Microsoft Internet Explorer browsers in accordance with Microsoft's support policy: <u>https://support.microsoft.com/en-us/help/17454/lifecycle-faq-internet-explorer</u>

Mozilla Firefox (latest stable release)

PeopleFluent supports Firefox's latest stable release channel. PeopleFluent's support also extends to Firefox's specialized Extended Support Release (ESR). For Mozilla Firefox release notes, go to: <u>https://www.mozilla.org/en-US/firefox/releases/</u>

Google Chrome (latest stable release)

PeopleFluent supports Chrome's latest stable release from Google Stable Channel. For Chrome release updates, go to: https://chromereleases.googleblog.com/search/label/Stable%20updates

Apple Safari

PeopleFluent supports Safari browsers in accordance with Apple's support policy. For more information, see: <u>https://support.apple.com/en-us/HT204416</u>

Deprecated Browser Versions

Deprecated browser versions have been tested and found to have serious problems when used to access PeopleFluent Talent Management.

WARNING: Using any of the following deprecated browser versions may result in loss of functionality, data loss, or both:

- Microsoft Internet Explorer 10 and below
- Microsoft Edge 14 and below
- Mozilla Firefox 59 and below
- Apple Safari 9 and below
- Google Chrome 66 and below

PeopleFluent strongly recommends that all clients update the browsers used to access PeopleFluent Talent Management to the browser's latest stable release and to do so on a regular basis as the browser is updated.

Known Issues and Limitations

PeopleFluent *requires* the latest patches be installed for all supported web browser versions. The following are known issues or limitations of web browsers that may affect the use of PeopleFluent Talent Management:

- PeopleFluent Talent Management does not support printing from Apple Safari on any supported Microsoft Windows operating systems due to the browser's limited printing support.
- PeopleFluent Talent Management does not support PDF-based online job forms or PDF-based master online job forms on Mozilla Firefox for the macOS.
- PeopleFluent Talent Management has known issues when rendering information in PDF-based online job forms on Safari. For more information, see the known issue in the *Safari on the Mac* section of this document.
- PDF form digital signature fields created using Nitro Pro are not supported on Onboarding PDF forms.
- PeopleFluent Talent Management does not support using Compatibility mode with any version of Microsoft Internet Explorer.

- PeopleFluent Talent Management does not support using Enterprise mode with any version of Microsoft Internet Explorer.
- PeopleFluent Talent Management requires native XMLHTTP support be enabled when using Microsoft Internet Explorer to access PeopleFluent Compensation worksheets with a fixed header.
- PeopleFluent Talent Management does not support using the Undo function when editing text areas with any version of Microsoft Internet Explorer. This issue is caused by a functional limitation of the web browser.
- PeopleFluent Talent Management does not support browser-based or operating system-based magnification or zoom features due to inconsistencies in how browsers implement content and image scaling.
- Resizing dialog boxes to be smaller than the default size may occasionally result in some screen elements being cut off. For best results, keep the PeopleFluent Talent Management window maximized (to at least 1024 x 768), and do not resize dialog boxes smaller than they first appear.
- Candidates accessing PeopleFluent Recruiting Center career sites cannot upload files from Dropbox using Google Chrome on an Apple iPhone.
- Microsoft Edge does not support the ActiveX plug-in which is required to view PDFs with Adobe Acrobat and Adobe Reader in a web browser. As a workaround, use Microsoft Internet Explorer 11. For more information, see: <u>https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html#Edge</u>
- PeopleFluent Talent Management on Apple Safari does not support integration with PeopleFluent Learning.

Web Browser Configuration

Microsoft Edge

 Note: This section provides configuration instructions for clients using Microsoft Edge version 79 or later. If you are using Microsoft Edge version 44 (EdgeHTML 18), see *Microsoft Edge* (Version 44) in this document.

Clients need to make the following configuration changes to end-user browsers:

- Configure Pop-up Blockers on page 6
- Enable Cookies on page 8
- Enable JavaScript on page 10
- Open PDF Files Externally on page 11
- <u>Configure for Proxy Servers on page 12</u>

Administrator permissions may be required to perform browser configuration.

Note: Microsoft Edge does not allow for modification of the browser cache size.

Configure Pop-up Blockers

Pop-up blockers must either be disabled or set to allow PeopleFluent sites. The required domain names provided in this section are subject to change based on your organization's implementation. Contact your PeopleFluent representative for more information.

(i) Note: Clients must also configure any third-party pop-up blockers such as NoScript.

To configure pop-up blockers

- 1 In the Edge address bar, type edge://settings.
- 2 Click Site permissions.
- 3 In Site permissions, click **Pop-ups and redirects**.

- 4 In Pop-ups and redirects, either:
 - Clear **Block**, then go to <u>step 9</u>; or
 - Go to <u>step 5</u> to add PeopleFluent sites as exceptions.
- 5 In Allow, click **Add**.
- 6 In the Add a site box, type [*.]peoplefluent.com.
- 7 Click Add.
- 8 Repeat the process to add:
 - https://[*.]peopleclick.com
 - https://[*.]peopleclick.eu.com
 - https://[*.]peoplefluent.eu.com
 - https://[*.]linkedin.com

- The KZO video public base URL
- The PeopleFluent Talent Management base URL

| ✓ Search settings | Block (recommended) | _ |
|------------------------|-------------------------|-----|
| A Profiles | Block | |
| A Privacy and services | No sites added | Add |
| Appearance | NO SITES ADDEC | |
| () On startup | Allow | Add |
| 🔜 New tab page | [*] [*]peoplefluent.com | |
| 📴 Site permissions | | |
| <u> ↓</u> Downloads | | |
| 🛱 Languages | X | |
| 🖶 Printers | Add a site | |
| 🖵 System | Site | |
| () Reset settings | [*.]peopleclick.com | |
| About Microsoft Edge | | |
| | Add Cancel | |



Enable Cookies

The required domain names provided in this section are subject to change based on your organization's implementation. The LinkedIn domain name is only required if your organization is using LinkedIn integration features. The Google domain name is only required if your organization is using Google Analytics. Contact your PeopleFluent representative for more information.

To enable cookies

- 1 In the Edge address bar, type edge://settings.
- 2 Click Site permissions.
- 3 In Site permissions, click **Cookies and site data**.
- 4 In Cookies and site data, either:
 - Select Allow sites to save and read cookie data, then go to step 9; or
 - Go to step 5 to add PeopleFluent sites as exceptions.
- 5 In Allow, click **Add**.
- 6 In the Add a site box, type [*.]peoplefluent.com.
- 7 Click Save.
- 8 Repeat the process to add:
 - [*.].peopleclick.com
 - [*.].peopleclick.eu.com
 - [*.].peoplefluent.eu.com
 - [*.].google.com

- [*.].linkedin.com
- The KZO video public base URL
- The PeopleFluent Talent Management base URL

| Settings | Site permissions / Cookies and site data | |
|--|---|-----|
| Search settings Search settings Profiles Privacy and services Appearance | Allow sites to save and read cookie data (recommended) Clear cookies and site data when you quit Microsoft Edge Block third-party cookies When on, sites can't use your browsing activity across different sites to personalize ads. Some sites may not work properly. | • |
| On startup New tab page Site permissions | See all cookies and site data Block No sites added | Add |
| 业 Downloads 鄄 Languages 品 Printers | Add a site Clear on exit No sites added | Add |
| System Reset settings About Microsoft Edge | Allow Allow Allow Allow Allow Ald Cancel | Add |
| | | |



Enable JavaScript

JavaScript must be enabled in Edge. Clients must also configure any third-party Edge plug-ins that block JavaScript, such as NoScript.

To enable JavaScript

- 1 In the Edge address bar, type edge://settings.
- 2 Click Site permissions.
- 3 In Site permissions, click **JavaScript**.
- 4 In JavaScript, select Allow all sites to run JavaScript (recommended).

| Settings | Site permissions / JavaScript | |
|------------------------|-------------------------------|-----|
| ✓ Search settings | Allowed (recommended) | |
| A Profiles | Block | Add |
| Privacy and services | No sites added | 700 |
| Appearance | no sites dudee | |
| () On startup | Allow | Add |
| 📷 New tab page | No sites added | |
| ा Site permissions | | |
| \downarrow Downloads | | |

Figure 3: Site permissions / JavaScript

Open PDF Files Externally

For best results when using PDF-based documents with PeopleFluent Talent Management, the default Edge PDF Viewer must be disabled. This forces PDFs to open using the default application associated with the file format in Windows.

To open PDF files externally

- 1 In the Edge address bar, type edge://settings.
- 2 Click **Privacy and security**.
- 3 Click Site permissions.
- 4 In Site permissions, click **PDF documents**.
- 5 Select Always open PDF files externally.

| Settings | 5 | Site permissions / PDF documents | |
|-----------------|--------------|----------------------------------|--|
| , O Search | settings | Always open PDF files externally | |
| A Profiles | 3 | | |
| A Privacy | and services | | |
| Appear | rance | | |
| 🖒 On star | rtup | | |
| iii New ta | b page | | |
| 📴 Site per | rmissions | | |
| <u>↓</u> Downlo | pads | | |

Figure 4: Site permissions / PDF documents

Configure for Proxy Servers

Microsoft Edge uses the same connection and proxy server settings as Windows.

(

Note: If client organizations use a proxy server, they need to use the same proxy server for all protocols.

To configure for proxy servers

- 1 In the Edge address bar, type edge://settings.
- 2 Click System.
- 3 In System, click **Open your computer's proxy settings**.
- 4 Consult your operating system's instructions to configure the proxy settings for your organization's proxy server.

Microsoft Edge (Version 44)

Note: This section provides configuration instructions for clients using Microsoft Edge version 44 (EdgeHTML 18). If you are using the new Chromium-based version 79 or later, see *Microsoft Edge* in this document.

In general, clients should experience no problems with Microsoft Edge using an Internet Zone security setting of **Medium**. Administrator permissions may be required to perform browser configuration.

Additional configuration changes to end user browsers and Microsoft Windows Internet Options are required. This lists the changes based on where they are made within Microsoft Windows 10:

- Enable Cookies on page 14
- Configure Pop-up Blockers on page 17
- Add Trusted Sites on page 19
- Enable File Downloads on page 21
- <u>Allow Saving of Encrypted Pages on page 23</u>
- Enable HTTP 1.1 on page 25
- Enable TLS 1.1 and 1.2 on page 26
- Enable JavaScript on page 27
- Configure Browser Cache on page 28
- <u>Configure for Printing on page 29</u>
- Configure for Proxy Servers on page 30
- Caution: Clients need to restart Microsoft Edge after completing the configuration changes listed in this section.

Enable Cookies

Users must configure Microsoft Edge to be allowed to store cookies.

To enable cookies

- 1 In the Windows Search Box, type Internet Options.
- 2 Click Internet Options when it appears in the search results menu.

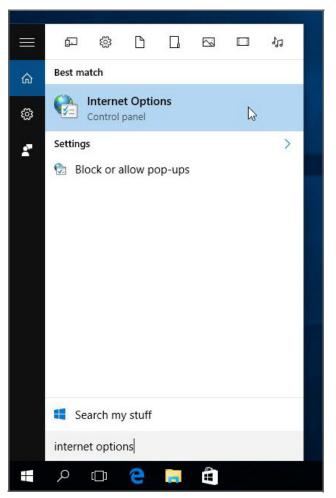


Figure 5: Search for Internet Options

3 On the Privacy tab, click **Advanced**.

| Pro la trata | - + D | | | | | ? | × |
|--------------|------------------------------|-----------|------------|----------------|-------------|----------|------|
| 🚛 interi | net Proper | ties | | | | ſ | ^ |
| General | Security | Privacy | Content | Connections | Programs | Advar | nced |
| Setting | s ——— | | | | | | - |
| | | | | Sites | Adv | vanced | > |
| Locatio | n | | | | | | - 1 |
| | er allow we sical locatio | | request yo | our | Clea | ar Sites | |
| Pop-up | Blocker – | | | | | | - |
| 🗹 Turr | n on Pop-u | o Blocker | | | Se | ttings | |
| InPriva | te | | | | | | - |
| 🗹 Disa | able toolbar | s and ext | ensions wh | en InPrivate B | rowsing sta | rts | |
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Figure 6: Internet Options - Privacy

4 In First-party Cookies, select Accept.

| 😭 Internet Properties ? 🗙 | 😭 Advanced Privacy Settings | × |
|--|--|------|
| General Security Privacy Content Connections Programs Advanced Settings | You can choose how cookies are handled. | |
| Sites Advanced Location | First-party Cookies Third-party Cookies Accept Block Block Prompt Prompt Always allow session cookies OK Ca OK Ca OK Ca Always allow session cookies OK Ca OK Ca OK Ca OK Ca OK OK<!--</td--><td>ncel</td> | ncel |
| OK Cancel Apply | | |

Figure 7: Internet Options - Privacy

- 5 Click **OK** to close the Advanced Privacy Settings window.
- 6 Click OK.

Configure Pop-up Blockers

The required domain names provided in this section are subject to change based on your organization's implementation. Contact your PeopleFluent representative for more information.

Caution: Pop-up blockers must either be disabled or set to allow PeopleFluent Talent Management-related sites.

To configure pop-up blockers

- 1 In the Windows Search Box, type Internet Options.
- 2 Click Internet Options when it appears in the search results menu.
- 3 On the Privacy tab, click **Settings**.

| 🍖 Internet Properties | ? | × |
|---|-----------|-----------|
| General Security Privacy Content Connections Program | ns Adv | anced |
| Settings | | - |
| Sites | dvanced | ł |
| Location | | - |
| Never allow websites to request your physical location | lear Site | s |
| Pop-up Blocker | | _ |
| ✓ Turn on Pop-up Blocker | Settings | \supset |
| InPrivate | | |
| Disable toolbars and extensions when InPrivate Browsing s | tarts | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| OK Cancel | Aŗ | oply |

Figure 8: Internet Options - Privacy

- 4 In Address of website to allow, type *.peoplefluent.com, and then click Add.
- 5 Repeat the process to add:
 - *.peopleclick.com
 - *.peopleclick.eu.com
 - *.peoplefluent.eu.com
 - *.linkedin.com

- The KZO video public base URL
- The PeopleFluent Talent Management base URL

| 🔁 Pop-up Blocker Settings | × |
|---|--------------------|
| Exceptions Pop-ups are currently blocked. You can allow pop-ups websites by adding the site to the list below. Address of website to allow: | from specific |
| *.peopleclick.com | <u>A</u> dd |
| Allowed <u>s</u> ites: | |
| *.peoplefluent.com | <u>Re</u> move all |
| Notifications and blocking level: | |
| Play a sound when a pop-up is blocked. | |
| Show Notification bar when a pop-up is blocked. | |
| Blocking level: | |
| Medium: Block most automatic pop-ups | ~ |
| Learn more about Pop-up Blocker | Close |

Figure 9: Pop-up Blocker Settings

- 6 Click Close.
- 7 Click OK.

Add Trusted Sites

The required domain names provided in this section are subject to change based on your organization's implementation. The LinkedIn domain name is only required if your organization is using LinkedIn integration features. The Google domain name is only required if your organization is using Google Analytics. Contact your PeopleFluent representative for more information.

To add trusted sites

- 1 In the Windows Search Box, type Internet Options.
- 2 Click Internet Options when it appears in the search results menu.
- 3 On the Security tab, click **Trusted sites** and then click **Sites**.

| 👫 Interne | et Proper | ties | | | | ? | × |
|------------|------------|--------------------|---------------------------|-------------------------------------|--------------|--------|------|
| General | Security | Privacy | Content | Connections | Programs | Advar | nced |
| Select a | zone to v | iew or cha | inge securi | ty settings. | | | |
| | | ٢ | | / (| 8 | | |
| Inter | met L | ocal intrar | net Trust | | stricted | | |
| | Trustee | sites | | | Site | | |
| ✓ | | to damag | websites t je your con | | Site | es | |
| Securit | y level fo | r this zone | - | | | | |
| Allow | ed levels | for this zo | one: All | | | | |
| | _ co | rompts be ntent | | loading potent trols will not be | | d | |
| | Enable Pro | otected M | ode (requi | res restarting I | nternet Exp | lorer) | |
| | | | Cust | tom level | Default | level | |
| | | | | Reset all zone | s to default | level | |
| | | | Ok | Ca | ancel | Арр | lγ |

Figure 10: Internet Options - Security

- 4 In Add this website to the zone, type: https://*.peoplefluent.com, then click Add.
- 5 Repeat the process to add:
 - https://*.peopleclick.com
 - https://*.peopleclick.eu.com
 - https://*.peoplefluent.eu.com
 - https://*.google.com

- https://*.linkedin.com
- The KZO video public base URL
- The PeopleFluent Talent Management base URL

| | Security | Privacy | Content | Connections | Programs | Advanced |
|------------------------|--|--|---------------------------|------------------------------------|-------------------|------------|
| Select | a zone to v | iew or cha | ange securi | ty settings. | | |
| | ٢ | 1 | | / (| \mathbf{S} | |
| Int | ernet L | ocal intra | net Trust | | stricted sites | |
| | Trustee | | | | Site | es |
| \checkmark | | t to damag | websites t ge your cor | | | |
| 0 | | | | | | × |
| Tru | | | | osites from this | | 5.22 |
| ~ | You can this zone | e will use t | he zone's s | sites from this ecurity setting | | 5.22 |
| Add th | You can | e will use the to the zon | he zone's s | | s. | 5.22 |
| Add th | You can this zone is website s://*.people | e will use the to the zon | he zone's s | | s. | ebsites in |
| Add the https://websit | You can this zone is website s://*.people | e will use the zon to the zon eclick.com | he zone's s e: | | s. | ebsites in |
| Add the https://websit | You can this zone is website :://*.people tes: | e will use the zon to the zon eclick.com | he zone's s e: | | s. | ebsites in |

Figure 11: Trusted sites

- 6 Click **Close** to close the Trusted sites window.
- 7 Click OK.

Enable File Downloads

To enable file downloads

- 1 In the Windows Search Box, type Internet Options.
- 2 Click **Internet Options** when it appears in the search results menu.
- 3 On the Security tab, click **Trusted sites** and then click **Custom level**.

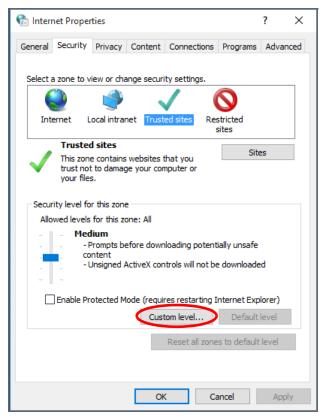


Figure 12: Internet Options - Security

| 😭 Internet Properties ? X | 😭 Security Settings - Trusted Sites Zone 🛛 🗙 |
|---|---|
| General Security Privacy Content Connections Programs Advanced Select a zone to view or change security settings. Image: Content of the | Settings Provinloads Disable Enable Prompt Prompt Disable Prompt Disable Disable Prompt Disable Reset custom settings Reset to: Medium (default) OK |
| OK Cancel Apply | |

4 Go to **Downloads > File download** and select **Enable**.

Figure 13: Security Settings - File download

- 5 Click **OK** to close the Security Settings window.
- 6 Click OK.

Allow Saving of Encrypted Pages

To allow saving of encrypted pages

- 1 In the Windows Search Box, type Internet Options.
- 2 Click Internet Options when it appears in the search results menu.
- 3 On the Advanced tab, go to **Security**.
- 4 Clear the **Do not save encrypted pages to disk** option.
- S Caution: Using this feature will adversely affect page performance.

| General | Security | Privacy | Content | Connections | Programs | Adva | nced |
|---------|--|---|---|--|---|---------------------|------|
| Setting | s | | | | | | |
| < | Allow Allow Allow Block Check Check Check Check Check Enable Enable Enable Enable Enable | active con software unsecured for publis for serve for signo t save env Tempore 64-bit pr DOM Sto Enhance | tent to run to run or in d images wi sher's certificat to | CDs to run on N n in files on My stall even if the th other mixed ficate revocation* meloaded prog ges to disk thies tolder wh r Enhanced Pro d Mode* is Authenticatio | Computer* e signature i content n grams men browser otected Mod | is inv; r is clc | |
| *Ta | kes effect | after you | restart you | ur computer | | | |
| | | | | Restore | advanced s | settings | 3 |
| Reset I | Internet Ex | plorer set | tings | | | | |
| | lition. | | | to their default wser is in an un | Res | et | |
| | should only | | | | | | |
| | should only | | | | | | |

Figure 14: Do not save encrypted pages to disk

Enable Native XMLHTTP Support

PeopleFluent Talent Management requires native XMLHTTP support be enabled when using Microsoft Edge to view PeopleFluent Compensation worksheets with a fixed header.

To enable native XMLHTTP support

- 1 In the Windows Search Box, type Internet Options.
- 2 Click Internet Options when it appears in the search results menu.
- 3 On the Advanced tab, go to **Security**.
- 4 Select the Enable native XMLHTTP support option.

| General | Convibu | Delugence | Casharah | Connections | Deserves | Advan | - |
|----------|---|---|--|---|--|-------------|-----|
| seneral | Security | Privacy | Content | Connections | Programs | Auvan | LEL |
| Setting | s | | | | | | - |
| | Block (Check Check Check Check Do no Empty Enable Enable Enable Enable Enable | unsecured for publis for serve for signa t save en r Tempora e 64-bit pr e DOM Sto e Enhance integrat e native X e SmartsC | d images wi sher's certificat tures on do crypted pa ry Interne rocesses fo orage ed Protecte red Window MLHTTP su reen Filter | Istall even if the th other mixed ficate revocatio e revocation* ownloaded prog ges to disk t Files folder wh r Enhanced Prod d Mode* us Authentication pport ts to sites your | content n grams nen browser otected Mod on* | is dc e* | |
| < *Ta | kes effect : | after you | restart vo | ur computer | | > | |
| 10 | Kes effecti | arter you | restart you | | a di seconda di s | | |
| | | | | Restore | advanced s | settings | |
| Reset 1 | Internet Ex | plorer set | tings | | | | |
| | ets Interne lition. | t Explorer | 's settings | to their default | Res | et | |
| You | should only | use this i | f your brow | wser is in an un | usable state | | |

Figure 15: Enable native XMLHTTP support

Enable HTTP 1.1

To enable HTTP 1.1

- 1 In the Windows Search Box, type Internet Options.
- 2 Click Internet Options when it appears in the search results menu.
- 3 On the Advanced tab, go to HTTP settings.
- 4 Select Use HTTP 1.1.
- 5 Select Use HTTP 1.1 through proxy connections.

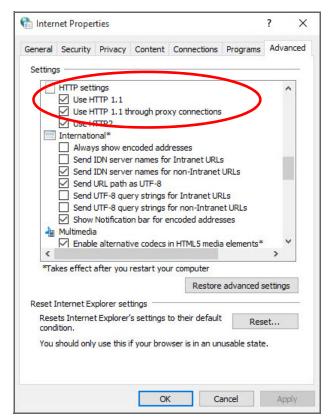


Figure 16: HTTP 1.1 Settings

Enable TLS 1.1 and 1.2

To enable TLS 1.1 and 1.2

- 1 In the Windows Search Box, type Internet Options.
- 2 Click Internet Options when it appears in the search results menu.
- 3 On the Advanced tab, go to **Security**.
- 4 Select Use TLS 1.1.
- 5 Select Use TLS 1.2.

| General | Security | Privacy | Content | Connections | Programs | Adva | nced |
|--------------------------------|--|---|--|-----------------|-----------------------|-----------------|------|
| Setting | IS | | | | | | |
| < | Enable Enable Enable Enable Enable Enable Enable Use S Use S Use S Use T Use | e DOM Sto e Enhance e Integrat e native Xi e SmartSc Do Not Tri SL 2.0 SL 3.0 LS 1.0 LS 1.1 LS 1.2 about cer | orage ed Protecte ed Window MLHTTP su reen Filter ack request | s Authenticatio | on* visit in Inter | net E | |
| < | I I warn | | | | | | |
| | | after you | restart you | r computer | | | |
| | | after you | restart you | | advanced s | settings | |
| *Ta | | | | | advanced s | settings | ; |
| *Ta Reset I Rese | kes effect Internet Ex | plorer set | tings | | | settings :et | |
| *Ta Reset I Rese cond | kes effect Internet Ex ets Interne lition, | plorer set t Explorer | tings 's settings t | Restore | Res | et | |

Figure 17: TLS 1.1 and 1.2 Settings

Enable JavaScript

JavaScript must be enabled in Microsoft Edge.

To enable JavaScript

- 1 In the Windows Search Box, type Internet Options.
- 2 Click Internet Options when it appears in the search results menu.
- 3 On the Security tab, click **Trusted sites** and then click **Custom level**.
- 4 Go to **Scripting > Active scripting** and select **Enable**.

| 😭 Internet Properties ? 🛛 🗙 | 😪 Security Settings - Trusted Sites Zone 🛛 🗙 |
|---|--|
| General Security Privacy Content Connections Programs Advanced Select a zone to view or change security settings. Image: Content of the security settings. Image: Content of the security settings. Internet Local intranet Trusted sites Restricted sites Internet Local intranet Trusted sites Restricted sites Internet Local intranet Trusted sites Sites Image: Content sector of the sector | Settings Active scripting Disable © Enable Prompt Chive status bar updates via script Disable © Prompt @ Allow status bar updates via script Disable @ Enable @ Enable |
| OK Cancel Apply | |

Figure 18: Active Scripting

- 5 Click **OK** to close the Security Settings window.
- 6 Click OK.

Configure Browser Cache

To configure browser cache

- 1 In the Windows Search Box, type Internet Options.
- 2 Click Internet Options when it appears in the search results menu.
- 3 On the General tab, in Browsing history, click **Settings**.
- 4 In Check for newer versions of stored pages, select Automatically.
- 5 Make sure that Disk space to use is set to at least 512 MB.

| 😭 Internet Properties ? 🗙 | 😭 Website Data Settings ? X |
|--|---|
| General Security Privacy Content Connections Programs Advanced Home page Image: To create home page tabs, type each address on its own line. Image: To create home page tabs, type each address on its own line. Image: To create home page tabs, type each address on its own line. Image: Mathematical Address on the page tabs, type each address on its own line. Image: To create home page tabs, type each address on its own line. Image: Mathematical Address on table Image: To create home page tabs, type each address on its own line. Image: To create home page tabs, type each address on its own line. Image: Mathematical Address on table Image: To create home page tabs, type each address on its own line. Image: To create home page tabs, type each address on its own line. Image: Mathematical Address on table Image: To create home page tabs, type each address on its own line. Image: To create home page tabs, type each address on its own line. Image: Mathematical Address on table Image: To create home page table Image: To create home page table Image: To create home page table Image: Mathematical Address on table Image: To create home page table Image: To create home page table Image: To create home page table Image: Mathematical Address on table Image: To create home page table Image: To create home page table Image: To create home page table | Temporary Internet Files History Caches and databases Internet Explorer stores copies of webpages, images, and media for faster viewing later. Check for newer versions of stored pages: |
| Startup Start with tabs from the last session Start with home page Tabs Change how webpages are displayed in tabs. Browsing history Delete temporary files, history, cookies, saved passwords, and web form information. | ONever Disk space to use (8-1024MB) Recommended: 50-250MB) Current location: C: Users\ \AppData\Local\Microsoft\Windows\ INetCache\ Move folder View objects View files |
| Delete browsing history on exit Delete Settings Appearance Colors Languages Fonts Accessibility OK Cancel | OK Cancel |

Figure 19: Disk space to use

- 6 Click **OK** to close the Website Data Settings window.
- 7 Click OK.

Configure for Printing

For best results, background colors and images should be included when printing from PeopleFluent Talent Management.

(i) Note: Page Setup for Microsoft Edge is configured in Microsoft Internet Explorer 11 because the configuration is shared across both browsers.

To configure for printing

- 1 In Microsoft Edge, go to More Actions (...), then click Open in Internet Explorer 11.
- 2 In Internet Explorer 11, press ALT and go to File > Page Setup.

| Paper Options | Margins (inches) | |
|--|----------------------------|--|
| Page Size: | Left: 0.75 | Constanting of the Constanting o |
| Letter | | al all an Aller and Annal Region Aller and Annal Call Magnetian |
| Letter | <u>Right:</u> 0.75 | Anna an |
| Portrait OLandscape | <u>T</u> op: 0.75 | Carto Carton |
| Print Background Colors and I | Bottom: 0.75 | All and Provide the Strengton of the Str |
| | | |
| Enable Shrink-to-ht | L.13 | |
| Enable Shrink-to-Fit | <u>_</u> | (|
| ✓ Enable Shinkto-Ht Headers and Footers | 0.75 | |
| | <u>E</u> ooter: | |
| Headers and Footers | | |
| Headers and Footers | Eooter: | |
| Headers and Footers | Eooter: | |
| Headers and Footers Header: Title -Empty- | Eooter: VIRL -Empty- | |
| Headers and Footers Header: Title | Eooter: | · · · · · · · · · · · · · · · · · · · |
| Headers and Footers Header: Title -Empty- | Eooter: VIRL -Empty- | ~ |

Figure 20: Configure IE 11 for Printing

- 3 Select Print Background Colors and Images.
- 4 Click OK.

Configure for Proxy Servers



Note: If client organizations use a proxy server, they need to use the same proxy server for all protocols.

To configure for proxy servers

- 1 In the Windows Search Box, type Internet Options.
- 2 Click Internet Options when it appears in the Search Results menu.
- 3 On the Connections tab, click LAN settings.
- 4 Click Advanced, and select Use the same proxy server for all protocols.

| 😭 Internet Properties ? 🛛 🗙 | 😭 Local Area Network (LAN) Settings | × |
|--|---|---------|
| General Security Privacy Content Connections Programs Advanced Image: Security Privacy Content Connection, dick Setup Setup Dial-up and Virtual Private Network settings Add Add VPN Remove Choose Settings if you need to configure a proxy server for a connection. Settings | Automatic configuration Automatic configuration may override manual settings. To ensu- use of manual settings, disable automatic configuration. Automatically detect settings Use automatic configuration script Address Proxy server Use a proxy server for your LAN (These settings will not app dial-up or VPN connections). Address: D.company.com Port: 80 Advan Bypass proxy server for local addresses | oly to |
| Local Area Network (LAN) settings LAN Settings do not apply to dial-up connections. Choose Settings above for dial-up settings. | Servers Type Proxy address to use Po | ancel × |
| OK Cancel Apply | Secure: web.company.com : 8 FTP: web.company.com : 8 Socks: : | 80 |
| | Use the same proxy server for all protocols | |

Figure 21: Proxy Settings

- 5 Click **OK** to close the Proxy Settings window.
- 6 Click **OK** to close the Local Area Network (LAN) Settings window.
- 7 Click OK.

Microsoft Internet Explorer

In general, clients should experience no problems with Internet Explorer using an Internet Zone security setting of **Medium**. (**Tools > Internet Options > Security**). Administrator permissions may be required to perform browser configuration.

(i) Note: Configuration of Internet Explorer on Windows 8 for PeopleFluent Talent Management can only be completed in Desktop mode.

Additionally, clients need to make the following configuration changes to end user browsers:

- Add Trusted Sites on page 32
- Enable File Downloads on page 34
- Configure Pop-up Blockers on page 35
- Enable Cookies on page 37
- Allow Saving of Encrypted Pages on page 38
- Enable Native XMLHTTP Support on page 39
- Enable HTTP 1.1 on page 40
- Enable TLS 1.1 and 1.2 on page 41
- Enable JavaScript on page 42
- Configure Browser Cache on page 43
- Configure for Printing on page 44
- <u>Configure for Proxy Servers on page 45</u>
- Caution: Clients need to restart Microsoft Internet Explorer after completing the configuration changes listed in this section.

Add Trusted Sites

The required domain names provided in this section are subject to change based on your organization's implementation. The LinkedIn domain name is only required if your organization is using LinkedIn integration features. The Google domain name is only required if your organization is using Google Analytics. Contact your PeopleFluent representative for more information.

To add trusted sites

- 1 Go to **Tools > Internet options**.
- 2 On the Security tab, click **Trusted sites** and then click **Sites**.
- 3 In Add this website to the zone, type: https://*.peoplefluent.com and then click Add.
- 4 Repeat the process to add:
 - https://*.peopleclick.com
 - https://*.peopleclick.eu.com
 - https://*.peoplefluent.eu.com
 - https://*.google.com

- https://*.linkedin.com
- The KZO video public base URL
- The PeopleFluent Talent Management base URL

| eneral | Security | Privacy | Content | Connections | Programs | Advanced |
|-------------------------------|---|--|------------------------|-------------------------------------|-------------------|-------------|
| Select | a zone to v | iew or cha | nae securi | ity settings. | | |
| (| 3 | | | / | 0 | |
| | | | | | V | |
| Int | ernet L | ocal intrar | net Trust | | stricted sites | |
| | Truste | d sites | | | Site | 20 |
| \checkmark | | | websites t | | JIC | 25 |
| | 01 | - | | | | |
| Ch. Te | usted sites | | | | | V |
| 😭 Tr | usted sites | 5 | | | | × |
| 😭 Tr | | | romovo wo | haitaa fram thi | a 7000 All u | |
| tr | You car | add and i | | bsites from thi security setting | | |
| 🔁 Tr | You car | add and i | | | | |
| ~ | You car | n add and i ie will use i | the zone's | | | |
| Add t | You car this zon | add and i ie will use to the zoi | the zone's ne: | | gs. | |
| Add t | You car this zon his website os://*.peop | add and i ie will use to the zoi | the zone's ne: | | gs. | vebsites in |
| Add t http Webs | You car this zon his website os://*.peop | add and i e will use to the zo leclick.co | the zone's ne: m | | gs. | vebsites in |
| Add t http Webs | You car this zon his website os://*.peop ites: | add and i e will use to the zo leclick.co | the zone's ne: m | | gs. | Add |
| Add t http Webs | You car this zon his website os://*.peop ites: | add and i e will use to the zo leclick.co | the zone's ne: m | | gs. | Add |
| Add t http Webs | You car this zon his website os://*.peop ites: | add and i e will use to the zo leclick.co | the zone's ne: m | | gs. | Add |
| Add t http Webs http | You car this zon his website os://*.peop ites: os://*.peop | n add and n e will use t to the zon eleclick.co | me: m om | | gs. | Add |

Figure 22: Trusted sites

- 5 Click **Close** to close the Trusted sites window.
- 6 Click OK.

Enable File Downloads

To enable file downloads

- 1 Go to **Tools > Internet options**.
- 2 On the Security tab, click **Trusted sites** and then click **Custom level.**
- 3 Go to **Downloads > File download** and select **Enable**.

| Internet Options ? X | Security Settings - Trusted Sites Zone |
|---|---|
| General Security Privacy Content Connections Programs Advanced Select a zone to view or change security settings. Image: Security settings. Image: Security settings. Image: Security settings. Internet Local intranet Trusted sites Restricted sites Internet Local intranet Trusted sites Sites Internet Steps Sites Sites Internet Prompts before downloading potentially unsafe content - - Internet Prompts before downloading potentially unsafe - - Internet Custom level Default level Reset all zones to default level Reset all zones to | Settings Image: Disable Image: Disab |

Figure 23: Security Settings - File download

- 4 Click **OK** to close the Security Settings window.
- 5 Click OK.

Configure Pop-up Blockers

The required domain names provided in this section are subject to change based on your organization's implementation. Contact your PeopleFluent representative for more information.

Caution: Pop-up blockers must either be disabled or set to allow PeopleFluent Talent Management-related sites.

To configure pop-up blockers

- 1 Go to **Tools > Internet options**.
- 2 On the Privacy tab, click **Settings**.
- 3 In Address of website to allow, type *.peoplefluent.com, and then click Add.
- 4 Repeat the process to add:
 - *.peopleclick.com
 - *.peopleclick.eu.com
 - *.peoplefluent.eu.com
 - *.linkedin.com

- The KZO video public base URL
- The PeopleFluent Talent Management base URL

| Address of website to allow: | w pop-ups from specific |
|---|-------------------------|
| peopleclick.com | Add |
| Allowed sites: | |
| *.peoplefluent.com | Remove |
| | Remove all |
| | |
| | |
| | |
| otifications and blocking level: | |
| Play a sound when a pop-up is blocked. | |
| Show Notification bar when a pop-up is blocked. | |
| Blocking level: | |
| Medium: Block most automatic pop-ups | ~ |

Figure 24: Pop-up Blocker Settings

- 5 Click **Close** to close the Pop-up Blocker Settings window.
- 6 Click OK.

Enable Cookies

To enable cookies

- 1 Go to **Tools > Internet options**.
- 2 On the Privacy tab, in Settings, click **Advanced**.
- 3 In First-party Cookies, select Accept.

| 🎨 Advanced Privacy Setting | gs X |
|----------------------------|----------------------------|
| | w cookies are handled. |
| Cookies | |
| First-party Cookies | Third-party Cookies |
| Accept | Accept |
| OBlock | OBlock |
| O Prompt | O Prompt |
| Always allow session o | cookies |
| | OK Cancel |

Figure 25: Advanced Privacy Settings

- 4 Click **OK** to close the Advanced Privacy Settings window.
- 5 Click **OK** to close the Internet Options window.

Allow Saving of Encrypted Pages

To allow saving of encrypted pages

- 1 Go to **Tools > Internet options**.
- 2 On the Advanced tab, go to **Security**.
- 3 Clear the **Do not save encrypted pages to disk** option.

S Caution: Using this feature will adversely affect page performance.

| | | 1 | nternet | Options | | ? X |
|--------------|--|--|--|---|---|-------------------|
| General | Security | Privacy | Content | Connections | Programs | Advanced |
| Setting | s | | | | | - |
| C | Allow : Allow : Block I Check Check Check Check Check Check Empty Enable | active con software insecured for publis for serve for signa t save end Tempora 64-bit pr DOM Sto | tent to run to run or in l images wi her's certificat tures on de crypted pa ry Internet ocesses fo | CDs to run on I n files on My stall even if the th other mixed icate revocation* e revocation* e revocation* e revocation* runebaded proo ges to disk r lies folder wi r Enhanced Pro d Mode* | Computer* e signature i content in grams nen browser | s inv; is dc = |
| < | Enable | e Integrat | ed Window | s Authenticatio | on* | > |
| *Ta | kes effect a | after you | restart you | r computer | | |
| | | | | Restore | advanced s | ettings |
| Rese cond | lition. | t Explorer' | s settings | to their default vser is in an un | Kes | |
| | | | Oł | (Ci | ancel | <u>A</u> pply |

Figure 26: Do not save encrypted pages to disk

Enable Native XMLHTTP Support

PeopleFluent Talent Management requires native XMLHTTP support be enabled when using Microsoft Internet Explorer to view PeopleFluent Compensation worksheets with a fixed header.

To enable native XMLHTTP support

- 1 Go to **Tools > Internet options**.
- 2 On the Advanced tab, go to **Security**.
- 3 Select the Enable native XMLHTTP support option.

| | | 1 | nternet | Options | | ? X |
|---------|---|---|---|--------------------------------------|--|---------------|
| General | Security | Privacy | Content | Connections | Programs | Advanced |
| Setting | s | | | | | |
| | Check Check Check Check Cono Empty Enable Enable Enable Enable Enable Enable Enable Enable Enable | for publis for serve for signal t save end Tempora 64-bit pr DOM Sto Enhance Integrat a native XI SmartSd | her's certif r certificat tures on do crypted pa ry Internet ocesses fo orage d Protecte | pport | n grams nen browser otected Mod | |
| < | Send I | Do Not Tra | ack reques | ts to sites you | visit in Inter | net E 🎽 |
| *Ta | kes effect a | after you | restart you | r computer | | |
| | | | | Restore | advanced s | ettings |
| Reset I | internet Ex | plorer set | tings — | | | |
| cond | lition. | | | to their default vser is in an un | Res | et |
| | | | Oł | Ca | ancel | <u>A</u> pply |

Figure 27: Enable native XMLHTTP support

Enable HTTP 1.1

To enable HTTP 1.1

- 1 Go to **Tools > Internet options**.
- 2 On the Advanced tab, go to **HTTP settings**.
- 3 Select Use HTTP 1.1.
- 4 Select Use HTTP 1.1 through proxy connections.

| | | I | nternet | Option | 5 | | ? | x |
|--------------|--|---|--------------------------|--|----------------------------------|----------------------------|--------|-------|
| General | Security | Privacy | Content | Connecti | ons Pro | ograms | Adv | anced |
| Setting | S | | | | | | | |
| | Use H Use SF Internatio | TTP 1.1 TTP 1.1 th 201/5 nal* | rough pro | | tions | > | | ^ |
| | Send I | DN serve DN serve JRL path i JTF-8 que JTF-8 que Notificatio | r names fo r names fo | r Intranet r non-Intra for Intrane for non-In | anet URL et URLs tranet UF | 74 | | = |
| | | | ve codecs | in HTML5 r | nedia ele | ments* | _ | ~ |
| < *Ta | kes effect a | fter vouu | | ir compute | r | | > | |
| | internet Ex | | | | tore adv | anced se | etting | IS |
| Rese cond | ets Internet lition. should only | Explorer | s settings | | | Re <u>s</u> e ble state | | |
| | | | Oł | (| Cance | | Ar | ply |

Figure 28: HTTP 1.1 Settings

Enable TLS 1.1 and 1.2

To enable TLS 1.1 and 1.2

- 1 Go to **Tools > Internet options**.
- 2 On the Advanced tab, go to **Security**.
- 3 Select Use TLS 1.1.
- 4 Select Use TLS 1.2.

| | | 1 | nternet | Options | | ? | x |
|---------|---|--|--|---|---------------|--------|------|
| General | Security | Privacy | Content | Connections | Programs | Adva | nced |
| Setting | Enable Enable Enable Enable Enable Enable | e Integrat e native XI e SmartScr e Strict P3 Do Not Tra | MLHTTP su reen Filter P Validation | s Authenticati pport | | net E | |
| < | Use SS | SL 3.0 S 1.9 .S 1.1 .S 1.2 about cer if changin | g between | dress mismatch secure and no edirected to a | ot secure mo | de | |
| *Tal | kes effect a | after you | restart you | Ir computer | e advanced s | etting | |
| Rese | ition. | Explorer' | s settings | to their defaul | t Re <u>s</u> | et | |
| | | | Oł | (C | ancel | Ap | ply |

Figure 29: TLS 1.1 and 1.2 Settings

Enable JavaScript

JavaScript must be enabled in Internet Explorer. Clients must configure any third-party Internet Explorer add-ons that block JavaScript, such as NoScript.

To enable JavaScript

- 1 Go to **Tools** > **Internet options**.
- 2 On the Security tab, click **Trusted sites** and then click **Custom level**.
- 3 Go to Scripting > Active scripting and select Enable.

| Internet Options ? X | Security Settings - Trusted Sites Zone |
|---|---|
| General Security Privacy Content Connections Programs Advanced Select a zone to view or change security settings. Image: Security and the security settings. Internet Local intranet Trusted sites Restricted sites Internet Local intranet Trusted sites Restricted sites Image: Security level This zone contains websites that you trust not to damage your computer or your files. Sites You have websites in this zone. Security level for this zone Allowed levels for this zone Allowed levels for this zone: Allowed levels for this zone: Prompts before downloading potentially unsafe content Image: Security level Prompts before downloading potentially unsafe Ontent Image: Security level Prompts before downloading potentially unsafe Ontent Image: Security level Prompts before downloading number to downloaded Ontent Image: Security level Image: Security level Image: Security level Image: Security level Image: Security level Image: Security level Image: Security level Image: Security level Image: Security level Image: Security level Image: Security level Image | Settings Scripting Disable Enable Prompt Scripting Allow Programmatic clipboard access Disable Prompt Scripting Allow status bar updates via script Disable Prompt Allow websites to prompt for information using scripted winds Disable Enable Mouth Reset to: Medium (default) |
| OK Cancel <u>Apply</u> | |

Figure 30: Active scripting

- 4 Click **OK** to close the Security Settings window.
- 5 Click OK.

Configure Browser Cache

To configure browser cache

- 1 Go to **Tools > Internet options**.
- 2 On the General tab, in Browsing history, click **Settings**.
- 3 In Check for newer versions of stored pages, select **Automatically**.
- 4 Make sure that Disk space to use is set to at least 512 MB.

| Internet Options ? X | Website Data Settings ? 🗙 |
|--|---|
| General Security Privacy Content Connections Programs Advanced Home page To create home page tabs, type each address on its own line. Internet options Internet options Image: The page To create home page tabs, type each address on its own line. Internet options Image: The page tabs, type each address on its own line. Image: The page To create home page tabs, type each address on its own line. Image: The page tabs, type each address on its own line. Start with tabs To create home page tabs, type each address on its own line. Image: Tabs Start with tabs from the last session Image: Tabs Image: Tabs Change how webpages are displayed in tabs. Tabs Image: Tabs Change how webpages are displayed in tabs. Tabs Image: Tabs Browsing history Delete temporary files, history, cookies, saved passwords, and web form information. Delete browsing history on exit Delete browsing history on exit Image: Tabs Settings Appearance Colors Languages Fonts Accessibility | Temporary Internet Files History Caches and databases Internet Explorer stores copies of webpages, images, and media for faster viewing later. Check for newer versions of stored pages: Check for newer versions of stored pages: Every time I visit the webpage Every time I start Internet Explorer Internet Explorer Automatically Never Disk space to use (8-1024MB) (Recommended: 50-250MB) Current location: C:\Users\implies Wave folder View objects View files OK |
| OK Cancel Apply | |

Figure 31: Disk space to use

- 5 Click **OK** to close the Website Data Settings window.
- 6 Click OK.

Configure for Printing

Note: For best results, background colors and images should be included when printing from PeopleFluent Talent Management.

To configure for printing

1 Press ALT and go to **File > Page Setup**.

| Р | age | e Setup |
|--|-------------|--|
| Paper Options Page Size: Letter ✓ ● Portrait O Landscape ♥ Print Background Colors and Images ♥ Enable Shrink⊀o-Fit | L E I | Margins (inches) Left: 0.75 Bight: 0.75 Iop: 0.75 Sottom: 0.75 |
| Headers and Footers <u>H</u> eader: Title | ~ | Eooter: |
| -Empty- | ~ | Empty- |
| Page # of total pages Change font | ~ | Date in short format |
| | | OK Cancel |

Figure 32: Configure Internet Explorer for Printing

- 2 Select Print Background Colors and Images.
- 3 Click OK.

 $[\]bigcirc$

Configure for Proxy Servers



Note: If client organizations use a proxy server, they need to use the same proxy server for all protocols.

To configure for proxy servers

- 1 Go to **Tools > Internet Options**.
- 2 On the Connections tab, click LAN settings.
- 3 Click Advanced, and select Use the same proxy server for all protocols.

| Internet Options ? X | Local Area Network (LAN) Settings |
|---|---|
| General Security Privacy Content Connections Programs Advanced Image: To set up an Internet connection, click Setup Setup Setup Dial-up and Virtual Private Network settings Dial-up and Virtual Private Network settings Add Add Add VPN Choose Settings if you need to configure a proxy server for a connection. Settings Settings | Automatic configuration Automatic configuration may override manual settings. To ensure the use of manual settings, disable automatic configuration. |
| Local Area Network (LAN) settings LAN Settings do not apply to dial-up connections. Choose Settings above for dial-up settings. OK Cancel Apply | OK Cancel Proxy Settings X Servers X Type Proxy address to use Port HTTP: web.company.com : 80 Secure: web.company.com : 80 FTP: web.company.com : 80 Socks: : : 10 |
| | Exceptions Do not use proxy server for all protocols Do not use proxy server for addresses beginning with: Use semicolons (;) to separate entries. OK Cancel |

Figure 33: Proxy Settings

- 4 Click **OK** to close the Proxy Settings window.
- 5 Click **OK** to close the Local Area Network (LAN) Settings window.
- 6 Click OK.

Google Chrome

Clients need to make the following configuration changes to end-user browsers:

- <u>Configure Pop-up Blockers on page 47</u>
- Enable Cookies on page 49
- Enable JavaScript on page 51
- Open PDF Files Externally on page 52
- <u>Configure for Proxy Servers on page 53</u>

Administrator permissions may be required to perform browser configuration.

(i) Note: Google Chrome does not allow for modification of the browser cache size.

Configure Pop-up Blockers

Pop-up blockers must either be disabled or set to allow PeopleFluent sites. The required domain names provided in this section are subject to change based on your organization's implementation. Contact your PeopleFluent representative for more information.

(i) Note: Clients must also configure any third-party pop-up blockers such as NoScript.

To configure pop-up blockers

- 1 In the Chrome address bar, type chrome://settings.
- 2 Click **Privacy and security**.
- 3 Click Site Settings.
- 4 In Site Settings, click **Pop-ups and redirects**.
- 5 Either:
 - In Pop-ups, select Allowed, then go to <u>step 10</u>; or
 - Go to step 6 to add PeopleFluent sites as exceptions.
- 6 In Allow, click **Add**.
- 7 In the Add a site box, type [*.]peoplefluent.com.

- 8 Click Add.
- 9 Repeat the process to add:
 - https://[*.]peopleclick.com
 - https://[*.]peopleclick.eu.com
 - https://[*.]peoplefluent.eu.com
 - https://[*.]linkedin.com

- The KZO video public base URL
- The PeopleFluent Talent Management base URL

| Sett | ings | Q Search settings | |
|-------|----------------------|-----------------------------|-------|
| + | You and Google | ← Pop-ups and redirects Q S | earch |
| Ê | Autofill | | |
| 0 | Privacy and security | Allowed | • |
| ۲ | Appearance | Block | Add |
| Q | Search engine | No sites added | |
| | Default browser | Add a site | |
| Ċ | On startup | Site [*.]peopleclick.com | Add |
| Adva | nced 👻 | []peopleciick.com | : |
| Exten | sions 🖸 | Cancel | |
| Abou | t Chrome | | |
| | | | |
| | | | |

Figure 34: Add a site

Enable Cookies

The required domain names provided in this section are subject to change based on your organization's implementation. The LinkedIn domain name is only required if your organization is using LinkedIn integration features. The Google domain name is only required if your organization is using Google Analytics. Contact your PeopleFluent representative for more information.

To enable cookies

- 1 In the Chrome address bar, type chrome://settings.
- 2 Click **Privacy and security**.
- 3 Click Site Settings.
- 4 In Site Settings, click **Cookies and site data**.
- 5 In Cookies and site data, either:
 - Select Allow sites to save and read cookie data, then go to step 10; or
 - Go to step 6 to add PeopleFluent sites as exceptions.
- 6 In Allow, click **Add**.
- 7 In the Add a site box, type [*.]peoplefluent.com.
- 8 Click Save.
- 9 Repeat the process to add:
 - [*.].peopleclick.com
 - [*.].peopleclick.eu.com
 - [*.].peoplefluent.eu.com
 - [*.].google.com

- [*.].linkedin.com
- The KZO video public base URL
- The PeopleFluent Talent Management base URL

| You and Google | ← Cookies and site data Q. Search | |
|---|--|-----|
| Autofill Privacy and security | Blocked | |
| Appearance | Clear cookies and site data when you quit Chrome | |
| Q Search engine | Block third-party cookies When on, sites can't use your browsing activity across different sites to personalize ads. Some sites | |
| Default browser On startup | Add a site | |
| Advanced | Site [*.]peopleclick.com | • |
| Languages | | Add |
| 🛓 Downloads | Cancel | |
| Printing | Clear on exit | Add |
| Accessibility System | No sites added | |
| Reset and clean up | Allow | Add |
| Extensions | [*.]peoplefluent.com | : |

Figure 35: Cookie and site data

Enable JavaScript

JavaScript must be enabled in Chrome. Clients must also configure any third-party Chrome plug-ins that block JavaScript, such as NoScript.

To enable JavaScript

- 1 In the Chrome address bar, type chrome://settings.
- 2 Click Privacy and security.
- 3 Click Site Settings.
- 4 In Site Settings, click **JavaScript**.
- 5 In JavaScript, select Allowed (recommended).

| Settings | | Q javascript | 8 |
|----------|----------------------|-----------------------|----------|
| ÷ | You and Google | ← JavaScript | Q Search |
| Ê | Autofill | | |
| 0 | Privacy and security | Allowed (recommended) | • |
| ۲ | Appearance | Block | Add |
| Q | Search engine | No sites added | |
| | Default browser | NO SILES AUDEU | |
| Ċ | On startup | Allow | Add |
| Adva | nced 👻 | No sites added | |

Figure 36: Site Settings / JavaScript

Open PDF Files Externally

For best results when using PDF-based documents with PeopleFluent Talent Management, the default Chrome PDF Viewer must be disabled. This forces PDFs to open using the default application associated with the file format in the operating system.

To open PDF files externally

- 1 In the Chrome address bar, type chrome://settings.
- 2 Click **Privacy and security**.
- 3 Click Site Settings.
- 4 In Site Settings, click **PDF documents**.
- 5 Select Download PDF files instead of automatically opening them in Chrome.

| Setti | ngs | Q Search settings | |
|----------|----------------------|--|--|
| <u>+</u> | You and Google | ← PDF documents | |
| Ê | Autofill | | |
| 0 | Privacy and security | Download PDF files instead of automatically opening them in Chrome | |
| ۲ | Appearance | | |
| Q | Search engine | | |
| | Default browser | | |
| ப | On startup | | |

Figure 37: Site Settings / PDF documents

Configure for Proxy Servers

Google Chrome uses the same connection and proxy server settings as the operating system.



(i) Note: If client organizations use a proxy server, they need to use the same proxy server for all protocols.

To configure for proxy servers

- 1 In the Chrome address bar, type chrome://settings.
- 2 Click **System**.
- 3 In System, click **Open your computer's proxy settings**.
- 4 Consult your operating system's instructions to configure the proxy settings for your organization's proxy server.

Firefox

Clients need to make the following configuration changes to end-user browsers:

- <u>Configure Pop-up Blockers on page 54</u>
- Enable Cookies on page 56
- Enable JavaScript on page 58
- Enable Adobe Acrobat in Firefox on page 59
- <u>Configure for Printing on page 60</u>
- Configure for Proxy Servers on page 62

Administrator permissions may be required to perform browser configuration.

Configure Pop-up Blockers

The required domain names provided in this section are subject to change based on your organization's implementation. Contact your PeopleFluent representative for more information.



Note: Pop-up blockers must either be disabled or set to allow PeopleFluent sites.

To configure pop-up blockers

- 1 Click the menu icon and choose **Options**.
- 2 Click **Privacy & Security**.
- 3 Either:
 - Clear Block pop-up windows to turn off Firefox's pop-up blocker, then go to <u>step 8</u>; or
 - Go to step 4 to add PeopleFluent sites as exceptions.
- Note: Clients must also configure any third-party pop-up blockers such as NoScript.
- 4 To the right of Block pop-up windows, click **Exceptions**.

- 5 In Address of website, type https://peoplefluent.com, and then click Allow.
- 6 Repeat the process to add:
 - https://peopleclick.com
 - https://peopleclick.eu.com
 - https://peoplefluent.eu.com
 - https://linkedin.com

- The KZO video public base URL
- The PeopleFluent Talent Management base URL

| Allowed W | /ebsites - Pop-ups | |
|--|--|---|
| the site you want to allow and then click Allo | to open pop-up windows. Type the exact address of w. | * |
| A <u>d</u> dress of website https://peopleclick.com | | - |
| https://peopleclick.com | Allow | |
| Website | Status | |
| https://peoplefluent.com | Allow | |
| | | |
| Remove Website Remove All Websites | | |
| | Cancel Save Change | c |

Figure 38: Allowed Websites - Pop-ups

- 7 Click Save Changes to close the Allowed Sites Pop-ups window.
- 8 Close the Options browser tab.

Enable Cookies

The required domain names provided in this section are subject to change based on your organization's implementation. The LinkedIn domain name is only required if your organization is using LinkedIn integration features. The Google domain name is only required if your organization is using Google Analytics. Contact your PeopleFluent representative for more information.

To enable cookies

- 1 Click the menu icon and choose **Options**.
- 2 Click Privacy & Security.
- 3 In the History section, select Firefox will **Use custom settings for history**.

| 🔅 General | History | |
|----------------------|--|-------------------|
| Home | Firefox <u>w</u> ill Use custom settings for history • | |
| Q Search | Always use private browsing mode | Clear History |
| | Remember browsing and download history | |
| 💾 Privacy & Security | Remember search and <u>form</u> history | |
| Sync | Clear history when Firefox closes | Se <u>t</u> tings |
| | | |

Figure 39: Privacy & Security - History

- 4 In the Cookies and Site Data section, click **Manage Permissions**.
- 5 Click Manage Exceptions.
- 6 In Address of website, type https://peoplefluent.com, and then click Allow.
- 7 Repeat the process to add:
 - https://peopleclick.com
 - https://peopleclick.eu.com
 - https://peoplefluent.eu.com
 - https://google.com

- https://linkedin.com
- The KZO video public base URL
- The PeopleFluent Talent Management base URL

| | owed to use cookies and site data. Type the exact address | of the site you |
|---|---|-----------------|
| vant to manage and then click Block, Allow for Sess | n, or Allow. | |
| ddress of website | | |
| https://peopleclick.om | | |
| | Block Allow for Session | <u>A</u> llow |
| Website | Status | • |
| https://peoplefluent.com | Allow | |
| | | |
| | | |
| Remove Website Remove All Websites | | |
| | Cancel | ave Changes |

Figure 40: Exceptions - Cookies and Site Data

- 8 Click **Save Changes** to close the Exceptions Cookies window.
- 9 Close the Options browser tab.

Enable JavaScript

JavaScript must be enabled in Firefox. Clients must configure any third-party Firefox plug-ins that block JavaScript, such as NoScript.

To enable JavaScript

1 In the address bar, type about:config. A security warning appears.

| Advanced Preferences | × + | - | | × |
|----------------------|---|------|-------|---|
| ← → ♂ ଢ | Sirefox aboutconfig | lii\ | II. (| |
| | | | | |
| | | | | |
| | | | | |
| | Proceed with Caution | | | |
| | Changing advanced configuration preferences can impact Firefox performance or security. | | | |
| | Warn me when I attempt to access these preferences | | | |
| | | | | |
| | Accept the Risk and Continue | | | |
| | | | | |
| | | | | |
| | | | | |

Figure 41: about:config Warning

- 2 Click Accept the Risk and Continue. The advanced configuration page appears.
- 3 In Search, type javascript and press ENTER. The filtered Preferences appear.
- 4 Verify that the value for javascript.enabled is set to **true**.

| Advanced Preferences | × + | | | > |
|--|----------------------|-------|---|--------------|
| \leftrightarrow \rightarrow C' \textcircled{a} | Sirefox about:config | | ☆ | ∭\ ≞ ≗ |
| ∽ javascript | | | | |
| browser.urlbar.filter.javascri | pt | true | | 4 |
| javascript.enabled | | true | | ∼ |
| javascript.options.asmjs | | true | | ~ |
| javascript.options.asyncstac | K | false | | ⇒ |

Figure 42: javascript.enabled Preference Set to True

- 5 If the value is false, then click the **Toggle** icon to change the value to true.
- 6 Close the about:config browser tab.

Enable Adobe Acrobat in Firefox

For best results when using PDF-based documents with PeopleFluent Talent Management, Adobe Acrobat in Firefox must be enabled.

To enable Adobe Acrobat in Firefox

- 1 Click the menu icon and choose **Options**.
- 2 Click General.
- 3 In Applications, type pdf in the search box. Portable Document Format (PDF) appears in the Content Type list.
- 4 In the Actions list, select **Save File**.

| Home Choose how Firefox handles the files you download from the web or the application browsing. Q Search | is you use while |
|---|------------------|
| | |
| Search O. K | |
| Search $ ho_{pdf}$ | 8 |
| Privacy & Security Content Type | |
| A Portable Document Format (PDF) | ~ |
| Sync | |
| | |

Figure 43: General - Applications

5 Close the Options browser tab.

Firefox

Configure for Printing

For best results, background colors and images should be included when printing from PeopleFluent Talent Management.

To configure for printing from Firefox on Windows

- 1 Press ALT, then go to **File > Page Setup**.
- 2 Click Format & Options.
- 3 In Options, select Print Background (colors & images).

| Page Setup | | × |
|------------------------|--|---|
| Format & Options | Margins & Header/Footer | |
| Format Orientation: | PortraitLandscape Shrink to fit Page Width | |
| Options | | |
| Print <u>B</u> ack | ground (colors & images) | |
| | | |
| | | |
| | | |
| | | |
| | | |

Figure 44: Format & Options

To print from Firefox on the Mac

- 1 When ready to print from PeopleFluent Talent Management, go to **File > Print** (or **#-p**).
- 2 In Appearance, select Print Background Colors and Print Background Images.

| | Print | |
|-------------------------|--|----------------------|
| Printer: | Printer 1 | \$ |
| Presets: | Default Settings | ۵ |
| Copies: | 1 Two-Sided | |
| Pages: | All From: 1 to: 1 | |
| Paper Size: | US Letter ᅌ 8 | 8.50 by 11.00 inches |
| Orientation: | Scale: 10 | 00% |
| | Firefox | 0 |
| 8221.22 | | |
| Options: | Print Selection Only | |
| Options: | Print Selection Only Ignore Scaling and Shrink To | Fit Page Width |
| Options: Appearance: | Ignore Scaling and Shrink To Print Background Colors | Fit Page Width |
| | Ignore Scaling and Shrink To | Fit Page Width |
| Appearance: | Ignore Scaling and Shrink To Print Background Colors | Fit Page Width |
| Appearance: | Ignore Scaling and Shrink To Print Background Colors Print Background Images As Laid Out on the Screen The Selected Frame | |
| Appearance: | Ignore Scaling and Shrink To Print Background Colors Print Background Images As Laid Out on the Screen | |
| Appearance: | Ignore Scaling and Shrink To Print Background Colors Print Background Images As Laid Out on the Screen The Selected Frame | |
| Appearance: Frames: | Ignore Scaling and Shrink To Print Background Colors Print Background Images As Laid Out on the Screen The Selected Frame Each Frame on Separate Page | es |

Figure 45: Print

- 3 Click other options as desired.
- 4 Click Print.

Configure for Proxy Servers

If client organizations use a proxy server, they need to use the same proxy server for all protocols.

To configure for proxy servers

- 1 Click the menu icon and choose **Options**.
- 2 Click General.
- 3 In Network Settings, click **Settings**.

| 🔆 General | Show a touch keyboard when necessary |
|-----------------------|---|
| Home | Always use the cursor keys to navigate within pages |
| Q Search | Search for text when you start typing |
| | Enable picture-in-picture video controls Learn more |
| Privacy & Security | ✓ <u>R</u> ecommend extensions as you browse Learn more |
| 8 Sync | ✓ Recommend <u>f</u> eatures as you browse Learn more |
| | Network Settings |
| 🛊 Extensions & Themes | Configure how Firefox connects to the internet. Learn more Settings |
| ⑦ Firefox Support | |

Figure 46: General - Network Settings

- 4 Enter the information appropriate for your organization's proxy server.
- 5 Click **OK** to close the Connection Settings dialog box.
- 6 Close the Options browser tab.

Safari

Clients need to make the following configuration changes to end-user browsers:

- Configure Pop-up Blockers on page 63
- Enable JavaScript on page 64
- Accept Cookies on page 65
- Configure Proxy Servers on page 66
- About Printing from Safari on page 67

Configure Pop-up Blockers

Pop-up blockers must either be disabled or set to allow PeopleFluent sites.

To configure pop-up blockers

- 1 Go to Safari > Preferences (or #-,).
- 2 Click **Security**.
- 3 Clear **Block pop-up windows** to turn off Safari's pop-up blocker.



Figure 47: Preferences - Security

4 Close the Preferences window.

Enable JavaScript

PeopleFluent Talent Management requires JavaScript be allowed to run in Safari.

To enable JavaScript

- 1 Go to Safari > Preferences (or #-,).
- 2 Click Security.
- 3 Select Enable JavaScript.



Figure 48: Preferences - Security

4 Close the Preferences window.

(i) Note: Clients must also configure any third-party extensions that block JavaScript.

Accept Cookies

PeopleFluent Talent Management requires Safari be allowed to store cookies.

To enable cookies

- 1 Go to Safari > Preferences (or #-,).
- 2 Click Privacy.
- 3 In Cookies and website data, clear **Block all cookies**.



Figure 49: Preferences - Privacy

4 Close the Preferences window.

Configure Proxy Servers

If client organizations use a proxy server, they need to use the same proxy server for all protocols.

To configure proxy servers

- 1 Go to Safari > Preferences (or #-,).
- 2 Click Advanced.
- 3 In Proxies, click **Change Settings**. The macOS Network window appears.
- 4 Enter the information appropriate for your organization's proxy server.
- 5 Close the Network window.
- 6 Close the Preferences window.

About Printing from Safari

For best results, background colors and images should be included when printing from PeopleFluent Talent Management.

To print from Safari

- 1 When ready to print from PeopleFluent Talent Management, go to **File > Print** (or **≋-p**).
- 2 Click the disclosure triangle next to the Printer pop-up menu to expand the Print window.
- 3 Select Safari.
- 4 Select **Print backgrounds**.

| Talent Profile | Printer: Printer |
|---|--|
| WELCOME | Presets: Default Settings |
| Encoder Exect And | Copies: 1 Two-Sided Pages: • All |
| Courses - to them have a periodic sequence of a many part Homicage of calcing the Technicity The second part of the technicity of the second seco | From: 1 to: 1 Paper Size: US Letter \$ 8.50 by 11.00 inche |
| INDESCHAR. Becation: No. Providence: Um Macado Namero: Laterinean: Index | Orientation: 11 Scale: 100% |
| Sofie Referent Konon Sadari Rossogar G. Repayar B. 2022020 | Print backgrounds |
| PDF Hide Details | Cancel |

Figure 50: Print

- 5 Select other options as desired.
- 6 Click Print.

Use of Multiple Browser Tabs and Windows

Many web browsers allow users to open multiple windows and some web browsers support tabbed browsing. For best results, PeopleFluent recommends accessing PeopleFluent Talent Management in only one browser tab within a single browser window per user session.



Caution: Accessing PeopleFluent Talent Management in multiple browser windows or tabs may produce unexpected results.

Email

Anti-Spamming

Many organizations use email anti-spamming technology to filter out unwanted or suspect emails. Parts of PeopleFluent Talent Management use built in email functionality to send information to PeopleFluent Talent Management users. Some enterprise email anti-spamming technology may interpret this type of email as suspect and therefore not deliver the message. This issue is due to the email message containing the organization's domain name (...@organization.com), yet having a corresponding IP address signature that is outside the organization's IP address range.

If your organization has implemented this anti-spam technology or if you are experiencing email difficulties using PeopleFluent Talent Management, the remainder of this section should be reviewed.

Email Domain Whitelisting

PeopleFluent recommends that all clients whitelist emails from any PeopleFluent server. Any email sent from a server with the following reverse DNS look-up values should be whitelisted based on the location of PeopleFluent datacenter where your organization's application is hosted:

| PeopleFluent Datacenter Location | Email Server Domain |
|----------------------------------|-----------------------------|
| Atlanta | pc-mail.peopleclick.com |
| London | pc-mail.peopleclick.eu.com |
| Toronto | pc-mail.peoplefluent-ca.com |

| Table 3: Datacenter Locations and Email Server Doma | ains |
|---|------|
| | |

IP Address Whitelisting

If your organization's spam filtering software is unable to whitelist domains, PeopleFluent can provide the IP addresses from which production email messages are currently sent. PeopleFluent will normally have a primary set of IP address ranges from which emails can be sent, although additional ranges may be used to accommodate load balancing, redundancy, and future expansion. Additionally, PeopleFluent may change one or more of the IP address ranges to accommodate changes in our engineering, architecture or infrastructure. PeopleFluent may also remove or add IP address ranges for the same purpose.

Non-production PeopleFluent environments may send email from separate IP addresses. These IP addresses are subject to change and therefore need to be requested separately. Whitelists and other anti-spam management tools should be configured to accept mail from both production and non-production sources.

PeopleFluent will provide as much notice as possible to clients regarding changes to the IP address ranges.

For these reasons, PeopleFluent recommends that clients whitelist the PeopleFluent domains rather than individual IP addresses.

Desktop Management

Anti-spamming technology can reside on an individual's device as well as at the enterprise level. If your organization relies on anti-spamming technology using an email client, you may also need to modify the policies of these email applications to accommodate the published IP address ranges PeopleFluent uses for email communication.

Sender Policy Framework

Email recipients that have external email addresses may have spam prevention that prevents email from being sent from a domain that does not match the domain that is sending the email. This is especially important for applicants, which recruiters may be sending email about application status, interviews, offer letters, onboarding and opportunities. To validate that an email is valid, PeopleFluent recommends adding Sender Policy Framework (SPF) records to the client's public Domain Naming System (DNS) infrastructure. An SPF record enables email servers to validate that the sender is allowed to send emails from the client's domain. An SPF record needs to be added to the client's public DNS to allow any potential recipient's email server to query DNS and validate that the IP address of the sending server is valid for the client's domain. These public SPF records will need to be added by the client's DNS administrator. PeopleFluent maintains a record in public DNS called spf.peopleclick.com that has all the addresses that are used to send email from PeopleFluent applications. To avoid client DNS administrators from having to keep up with PeopleFluent IP addresses and host names, and to limit the number of DNS queries required for SPF validation, PeopleFluent recommends adding just this hostname to the SPF record.

Example:

company.comIN TXT "v=spf1 a:spf.peopleclick.com ?all"

This record is an example for an organization that currently does not do any SPF validation for their own email but would like to allow external email addresses to validate SPF and show that PeopleFluent email servers are allowed to send from the company.com domain. The <code>?all</code> qualifier at the end of the SPF record treats all other email as if there were no SPF policy in place and thereby allows email sent from other sources to continue to be received.

Clients who experience issues with emails not being received due to SPF validation reasons may already have an SPF entry with the -all qualifier which rejects all email senders not specified in the policy.

Contact your PeopleFluent representative to request assistance with any questions about SPF validation.

Supporting Applications

This section describes the supporting applications that are recommended for use with PeopleFluent Talent Management.

Mail Client/Calendar System

PeopleFluent Talent Management sends email in text and HTML format, and meeting invitations in iCAL (.ics) format. Check with your mail client/calendar system vendor for compatibility.

Word Processor

PeopleFluent Talent Management supports over 100 file formats for attachments, resume search, and resume parsing, including:

- ANSI text
- ASCII text
- HTML
- Adobe Portable Document Format (PDF)
- Microsoft Rich Text Format (RTF)
- Microsoft Word 2013
- Microsoft Word 2016
- Open Office Word Processing

S Caution: Please be aware of the following:

- PeopleFluent Talent Management does not support parsing image files such as a resume scanned (without OCR) and saved as a PDF.
- The wide selection of tools available for generating PDFs and their varying support for the PDF file format make it impossible to identify a single version of PDF that PeopleFluent Talent Management supports for resume parsing and preview.
- While PeopleFluent Talent Management can generate a preview of most resumes, if you cannot preview one, you can always view the original file attached to the candidate or contact document. Alternatively, users can upload the resume in another format, such as HTML, text, Microsoft Word, or Open Office, as those formats are more likely to be rendered correctly in a preview.

SmartGrid Export

PeopleFluent Talent Management provides the ability to export any SmartGrid as a comma separated value (.csv) file. While many applications support this format, PeopleFluent tested this feature using Microsoft Excel 2013 and Microsoft Excel 2016.

Report Output

PeopleFluent Talent Management provides the ability to save report results in several file formats. The following table lists the file formats and the versions of applications with which they were tested:

| Format | Tested Applications |
|--------|---|
| Excel | Microsoft Excel 2016 Microsoft Excel 2013 |
| PDF | Adobe Reader DC 2019 |
| Word | Microsoft Word 2016Microsoft Word 2013 |
| РРТ | Microsoft PowerPoint 2016Microsoft PowerPoint 2013 |

Table 4: Report Output Formats and Tested Applications

Note the following:

- PeopleFluent Talent Management also exports to XML and commaseparated value (CSV) data formats.
- Reports exported to Microsoft Excel do not include charts or graphics, such as logos.
- Report output in PPT format may be opened and viewed in a limited presentation mode in a web browser, but must be saved to a file before opening in Microsoft PowerPoint for editing or printing.

Report Customizations

PeopleFluent Talent Management provides the ability to customize reports and statements using Business Intelligence and Reporting Tools (BIRT). BIRT is an opensourced, Java-based visual report development plug-in to the Eclipse SDK. Users customizing reports will need the following applications:

- OpenJDK Version 8
- BIRT 3.7.2
- Eclipse SDK 3.7.2 RC4
- **i** Note the following:
 - BIRT is only required for those few administrators who are responsible for customizing reports and statements. It is not a requirement for every end user.
 - PeopleFluent recommends downloading the BIRT All-in-One Package which includes BIRT and Eclipse. http://download.eclipse.org/birt/downloads
- Caution: Clients who want to customize reports must contact PeopleFluent Support before installing and using BIRT.

Online Job Forms

PeopleFluent Talent Management supports the use of Adobe Acrobat PDF-based online job forms. Clients can attach these forms to job postings and require candidates to complete them when they submit their resumes.

- Form Authors: Adobe LiveCycle Designer 8.2.1 ES or later
- Candidates: Adobe Acrobat Reader 8.1 or later with JavaScript enabled and set to display PDF in browser

To enable JavaScript in Adobe Reader

- 1 Open Adobe Reader.
- 2 Click Edit > Preferences.
- 3 In Categories, click JavaScript.
- 4 In the JavaScript section, select Enable Acrobat JavaScript.

| ferences | | X |
|-----------------|---|---|
| Categories: | JavaScript | |
| Commenting | Rnable Acrobat JavaScript | |
| Documents | | |
| Full Screen | JavaScript Security | |
| General | | |
| Page Display | Enable menu items JavaScript execution privileges | |
| | Enable global object security policy | |
| 3D & Multimedia | | |

Figure 51: Preferences - JavaScript

5 Click OK.

Onboarding Forms

HTML-Based Forms

PeopleFluent Onboarding allows onboarding administrators to create HTML forms which can then be mapped to Adobe Acrobat PDF-based forms. Authors of HTML-based forms that want to map them to PDF forms must install Adobe LiveCycle Designer 8.2.1 ES or later (to create a PDF form) or Adobe Acrobat Pro (to scan an existing hard copy form).

PDF-Based Forms

PeopleFluent Onboarding allows onboarding administrators to create PDF forms which can then be mapped to fields in PeopleFluent Onboarding. Authors of PDF-based forms should install Adobe Acrobat Pro to design PDF-based forms.

HTML Forms

PeopleFluent Recruiting allows recruiting administrators to create HTML forms which can then be mapped to Adobe Acrobat PDF-based forms. PDF form authors must install Adobe LiveCycle Designer 8.2.1 ES or later to create a PDF form.

Integration with Other PeopleFluent Applications

This section lists the requirements for integrations between PeopleFluent Talent Management and other PeopleFluent applications.

PeopleFluent OrgPublisher

PeopleFluent Talent Management supports integration with PeopleFluent OrgPublisher. This requires PeopleFluent Talent Management 11.3 or later and PeopleFluent OrgPublisher 11.3 or later.

(i) Note: Occasionally, PeopleFluent adds or modifies columns on the SmartGrids used by this integration. If client-specific modifications have been made to any of these SmartGrids, they may need to be manually reapplied by a trained PeopleFluent representative after upgrading to PeopleFluent Talent Management 21.07. For more information, see the PeopleFluent Talent Management Release Notes.

PeopleFluent iPaaS

PeopleFluent Talent Management supports integration with PeopleFluent iPaaS. Contact your PeopleFluent representative for more information.

PeopleFluent Learning

PeopleFluent Talent Management supports integration with PeopleFluent Learning, except on the Apple Safari browser. Integrated features in this update require PeopleFluent Learning 11.18.0.x and are not compatible with previous updates.

Productivity Platform

PeopleFluent Talent Management supports integration with the PeopleFluent Productivity Platform. The user interface refresh changes for existing Talent Management microapps and the Onboarding Task microapp added in the PeopleFluent Talent Management 21.07 update are only compatible with the dashboard in PeopleFluent Productivity Platform 2.0 update.

Socialtext

PeopleFluent Talent Management supports integration with Socialtext 8.10.0.0.

Configuring User Keyboards for Multilingual Content

The QWERTY keyboard layout is required for PeopleFluent Talent Management. If users are required to enter or manage multilingual data in PeopleFluent Talent Management, clients should consult the operating system's documentation to configure their users' keyboards to generate special characters and accents relevant to additional or alternate languages.

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