JobView 360 Vendor Set Up Requirements

Introduction

JobView 360 is a read-only website provided by your builder that allows you to access job information including schedules, purchase orders and payment information. Builders may also choose to upload and share documents such as bid documentation, scopes of work, selection sheets and more. For additional information or to request access to JobView 360, please contact your builder.

System Requirements

The only requirement to access JobView 360 is access to the internet using a web browser.

1. **Internet Explorer 6.0 or higher**: This is the recommended web browser for JobView 360. If you are running Internet Explorer 8.0 or higher you will need to change some of the default settings prior to accessing the JobView 360 web page. See *Troubleshooting Tips* for additional information. **Recommended**

    i. **Google Chrome -** This web browser has not been officially tested but may be compatible. **Not recommended**

    ii. **Mozilla Firefox** - This web browser is NOT compatible when Viewing Documents. Additional changes to Adobe Reader settings may also be required in order to View and Print Purchase Orders and Schedules. **Not recommended**

Screen Resolution

To view JobView 360 in its best format, your Displays Screen Resolution should be set at **1024 X 768**.

To verify your Screen Resolution, follow these Windows directions:

1. Go to **Start > Settings > Control Panel > Display**
2. Click on the **Settings** tab
3. Slide the Screen resolution bar until it says **1024 by 768 pixels**

Pop-Up Blockers

Many designer toolbars such as Yahoo, Google, My Search, etc. come with their own Pop-Up Blocker settings and may block JobView 360 initially. To verify the JobView 360 web page is not blocked:

1. From the JobView 360 web page, select **Tools** from the top menu bar and select **Pop-Up Blocker > Pop-Up Blocker Settings**
2. Press **Add** to add the JobView 360 as an "Allowed site" for pop-ups.

General Web Browser Settings

These settings apply to the Security Category that the URL for JobView 360 falls into.

1. From the JobView 360 web page, select **Tools > Internet Options** from the top menu bar.
2. Select the **Security** tab; you will notice four security Zones:

    iii. **Local Intranet** - sites that, based on examining your network settings and the IP of the host, are on your local network

    iv. **Trusted Sites** - sites that you have explicitly identified as being trusted

    v. **Restricted Sites** - sites that you have explicitly identified as being restricted

    vi. **Internet** - all remaining sites

3. As you select the Security tab, the **correct Zone** will automatically be selected for the web page you are currently viewing (JobView 360).

    i. For **Builders**, when you view JobView 360 from inside your office this will most likely will be the Local Intranet

    ii. For **Vendors** who are accessing the site over the internet, it will typically be the Internet or Trusted Sites. But in some cases it may be listed under Restricted Sites.

4. Leaving the default Zone selected, press the **Custom Level** button to open the *Security Settings* dialog box.

5. Scroll down to the section labeled **ActiveX controls and plug-ins** and verify the following settings:

    i. Run ActiveX Controls and Plug-ins: Set to **Enable, Prompt or Administrator Approved**

    ii. Download Signed ActiveX Controls: Set to **Enable or Prompt**

    iii. Script ActiveX Controls Marked Safe For Scripting: Set to **Enable or Prompt**

    iv. Automatic prompting for ActiveX controls: Set to **Enable**

6. Click **OK**
7. A warning message will appear asking, *"Are you sure you want to change the security settings for this zone?"* Click **Yes** and then click **OK**.

Troubleshooting Tips

PROBLEM: *After installing an update from Microsoft, I am unable to access the View Purchase Orders or View Schedules web pages.*

RESOLUTION:

1. Click the **Compatibility View toolbar button** or select **Tools > Compatibility View Settings**

2. Add the JobView 360 website to the list or check the box to **Display all websites in Compatibility View**.

    i. This allows the JobView 360 website to be viewed as previously viewed in Internet Explorer 7.0.

PROBLEM: *I am not able to open and/or view Microsoft Word or Excel documents.*

RESOLUTION:

1. Under View Documents, PRIOR TO selecting a Word or Excel file, **hold down the CTRL key** on your keyboard while selecting the document to view.

2. The following message box will appear – but BEFORE selecting Open, **UNCHECK** the box to "Always ask before opening this type of file"

3. Click **Open** to open up the Word or Excel document.

> **NOTE:** UNCHECKING this box eliminates the need of holding down the CTRL KEY the next time you go to view / open this type of document.

TIP: When opening / viewing Reports or Documents within JobView 360, it will typically open in a **NEW WINDOW**. The new window is sometimes located *behind* or at the *bottom* of your current web page. Simply SELECT the new window to bring it to the front to view and/or print the document.

Full Screen Mode

The Full Screen Mode will display more information on the screen.

1. To switch to Full Screen Mode, press **F11** on your keyboard or select **View > Full Screen** from the Internet Explorer main menu.

2. To exit the Full Screen Mode, press **F11** again on your keyboard.