

## QUICK GUIDE – GETTING STARTED WITH RISKWIZ

Now that your Riskwiz site is set up it is important to ensure that your system is set up to allow best performance and full functionality of Riskwiz.

This quick guide provides instructions on how to check your system settings and ensure you will be able to use Riskwiz effectively.

### SYSTEM SETTINGS FOR BEST PERFORMANCE

Ensure the following:

- Your system meets the recommended requirements
- Internet Explorer settings are correct
- ActiveX Control capability is enabled and settings are correct
- Your Local C drive contains a folder named “temp”

#### Step 1 – Ensure your system meets the recommended requirements

Function	Recommendation
Internet Connection	ADSL is recommended however any fast broadband connection is acceptable
Internet Explorer	Version 9 is recommended however version 6 or above is acceptable
Microsoft Office	Version 2010 is recommended however version 2003 or above is acceptable. If using Word 2003, you will need to download the compatibility pack by visiting <a href="http://www.microsoft.com/downloads/en/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&amp;displaylang=en">http://www.microsoft.com/downloads/en/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&amp;displaylang=en</a>

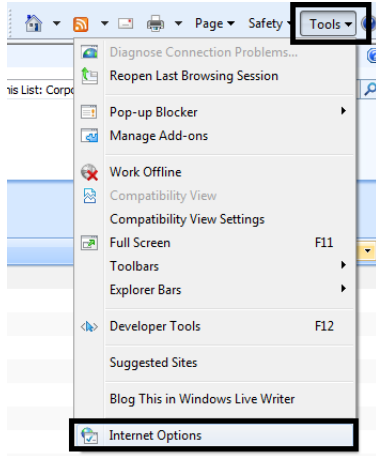
\* Varying from the recommendations could result in slower performance

#### Step 2 – Ensure your Internet Explorer settings are correct

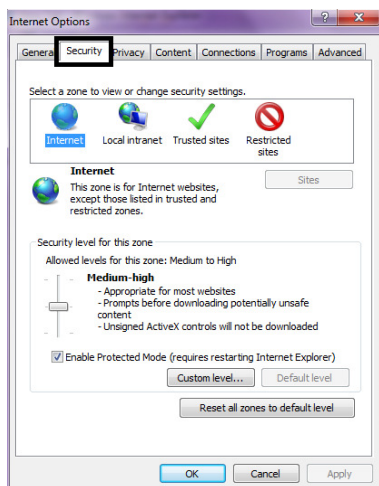
In order for the merge functionality to operate successfully, it may be necessary to alter your existing Internet Explorer security settings. It is important to remember this if you are working from a different computer or laptop. Your Riskwiz site must be entered into the Intranet Zone.

(Please note that images may be slightly different depending on which version of Internet Explorer you are using).

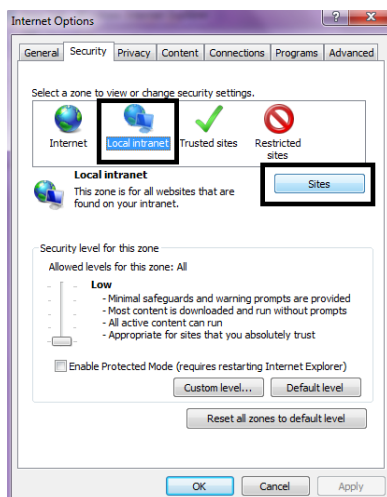
1. Open **Internet Explorer**. Click on the **Tools** menu and select **Internet Options**



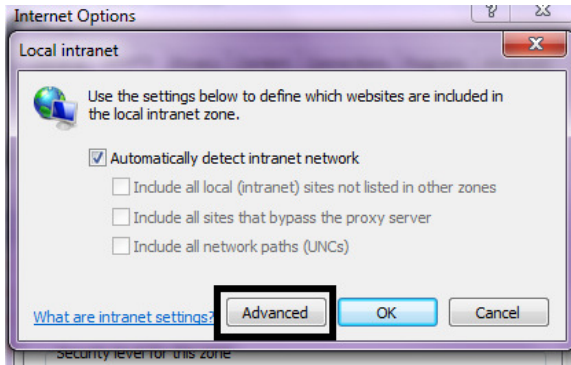
2. Select the **Security** tab



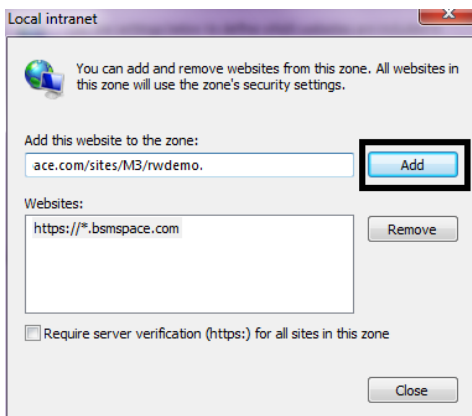
3. Click on the **Local Intranet** icon and then click **Sites**



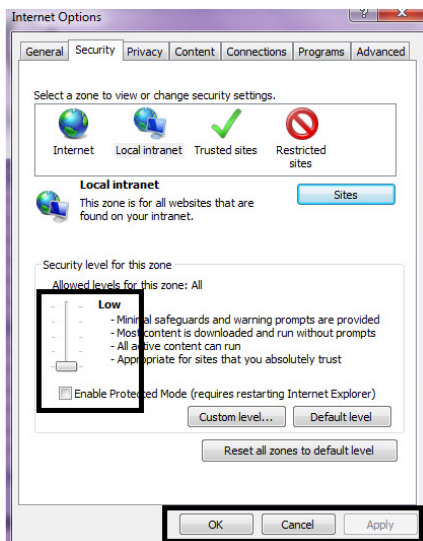
4. Click Advanced



5. Check that your site is in the box that says **Add** this website to the zone and click **Add**. Then click **Close**.



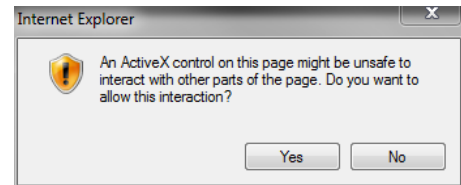
6. Click Close. Change the security level to **Low** by dragging bar down. Click on **Apply** and then click **Ok**



### Step 3 – Ensure ActiveX Control is enabled and settings are correct

ActiveX controls are small programs, sometimes called add-ons, used on the Internet. They can enhance your browsing experience by allowing animation or they can help with tasks such as installing security updates. Riskwiz uses ActiveX controls when merging a document.

If you do not see this prompt when performing a merge you may need to install ActiveX control or update the settings.



#### If ActiveX Control is not installed on your computer

To install or run the ActiveX control, click the Information bar that appears on the top of the webpage, and then follow the prompts.

The information bar may appear yellow or white depending on the version of your Internet Explorer.

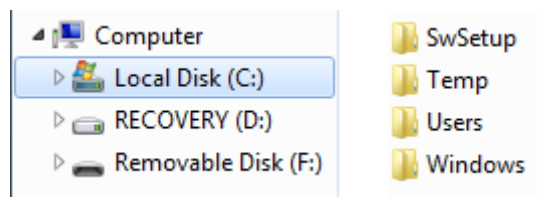


If you are using Internet Explorer version 6 or 7, ActiveX Control can also be activated by following the steps outlined below:

1. Open **Internet Explorer**. Click on **Tools** then **Internet Options**
2. Choose **Security** Tab and click on **Custom Level**
3. Click the **Enable** option under ActiveX controls and plug-ins
4. Click **OK**

### Step 4 – Ensure your Local C Drive contains a folder named “temp”

1. Open **Computer > Local Disk (C:)** and check for temp folder



2. If there is no temp folder, click on **New Folder** and create one



## CONTACTS

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