

# IEP Manager Requirements for PDF mode | PC or Mac

**Overall, everywhere on the SIRAS website will operate well on any internet capable computer, however specifically in the IEP Manager, users must be aware of what mode they are using.**

- Screen resolution at least 1024x768 recommended
- At least 1GB free system memory recommended
- Broadband internet connection recommended
- *Adobe Flash Player:* Is needed to view the training videos only

## **SIRAS IEP Manager has two modes: PDF and HTML:**

In HTML mode SIRAS will work with any internet capable Mac or PC system without any special configuration. It is needed when using iPad or Tablets with Windows RT. It is also needed when using Chrome on PC or Firefox or Chrome on a Mac.

We recommend that if possible, Windows and Macintosh users operate the IEP Manager in SIRAS with a browser that supports PDF mode as it gives the user a true feeling of WYSIWYG (what you see is what you get). However, the security settings of the browser being used must be configured beforehand and not all staff may have the security rights or technical awareness on their computer to do so.

## **Minimum Requirements for PDF mode:**

**PC:** Internet Explorer or Firefox on Windows XP, 7, 8, or 10 (fully updated) and Adobe Reader X+

**Mac:** Safari only on OSX 10.6 or greater (fully updated) and Adobe Reader X+

*Your web browser may disable Adobe Reader if Adobe Reader is left un-updated too long. Don't ignore Adobe update notices!*

PDF requires Adobe Acrobat Reader X+ or higher with Browser configured to allow Adobe Plugin (Recommend Adobe Reader XI or Acrobat DC on newer computers) If the paid for version of Adobe Acrobat is installed, the free version of Reader or Acrobat DC is -not- needed to be installed.

## **Recommended Settings for PDF mode in IEP Manager:**

**PC:** We suggest using Internet Explorer v.11 on Windows 7 or greater with the latest update of Adobe Reader XI or Acrobat DC

**Mac:** For those computers with OSX 10.8 or greater we suggest using Safari and Adobe Reader XI. For those computers with OSX 10.6 or 10.7, a clean install of Adobe Reader X must be used, not Adobe Reader XI. Safari may need to be [configured](#) to allow Adobe to work.

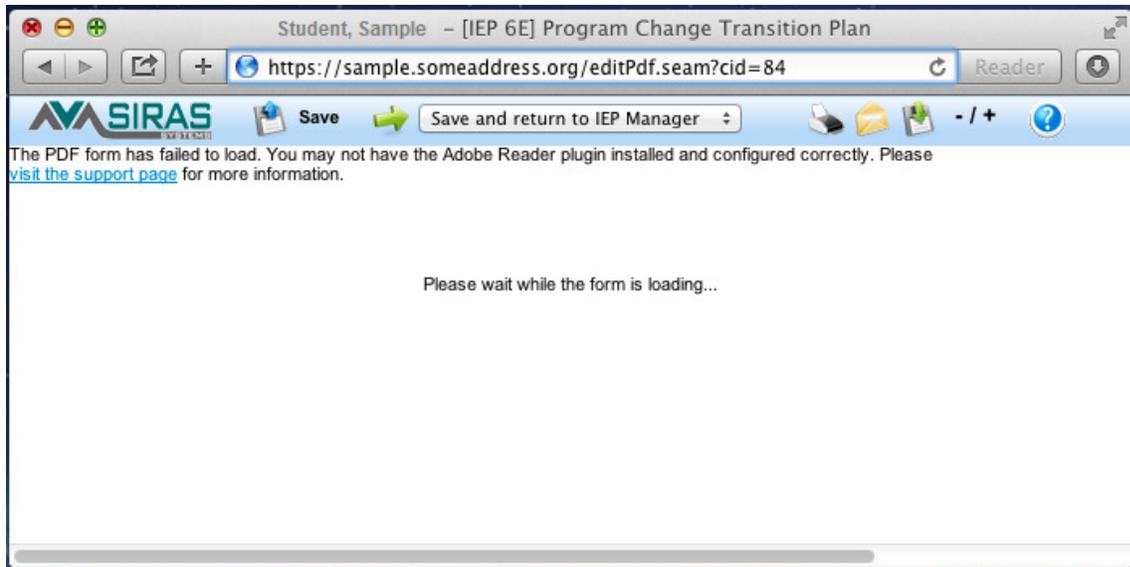
\*\* For PC users who wish to use [Firefox](#) or Chrome instead of Internet Explorer, please be aware that these browsers both include a built-in PDF viewer which does not support fillable forms (ability to 'save'). Only Firefox has the ability to be configured to use the Adobe PDF reader as an alternate PDF reader for the IEP Manager. Chrome v.45+ does not allow this configuration and can only be used with the HTML mode. Be prepared to follow the linked instructions above provided to disable the internal Firefox pdf viewer so the Adobe Plugin can be enabled for use to send data to SIRAS.

# Configuring Safari for PDF Mode in SIRAS Mac

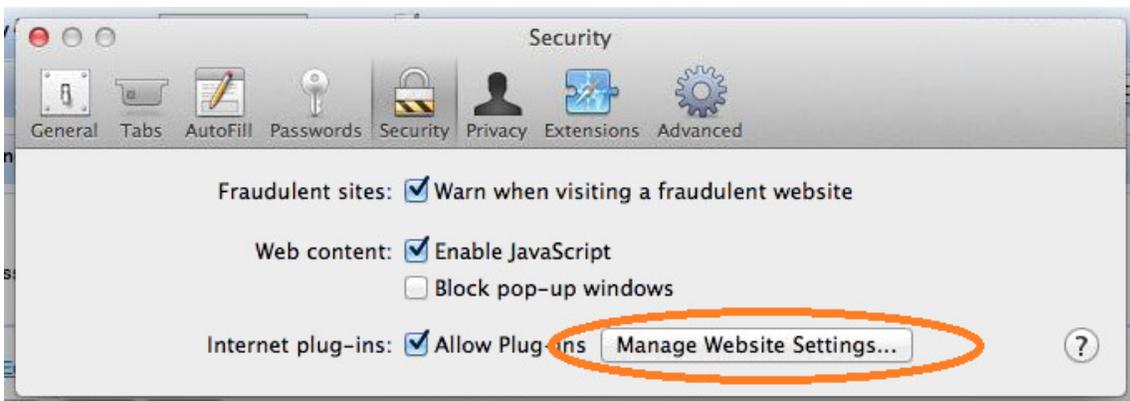
**OSX 10.9 or higher** can use Adobe XI or Acrobat DC

**OSX 10.8 or higher** can use Adobe XI or X

**OSX 10.6.8 or 10.7.5** must use the older Adobe X version. (If Adobe XI was installed on 10.6. or 10.7 it needs to be uninstalled with AppCleaner, see links and instructions on right hand side of page.)NOTE: You must navigate to the SIRAS website, then to any form in an open meeting to see the 'form won't load' message as illustrated below. Once you see this message, then proceed to step 2..

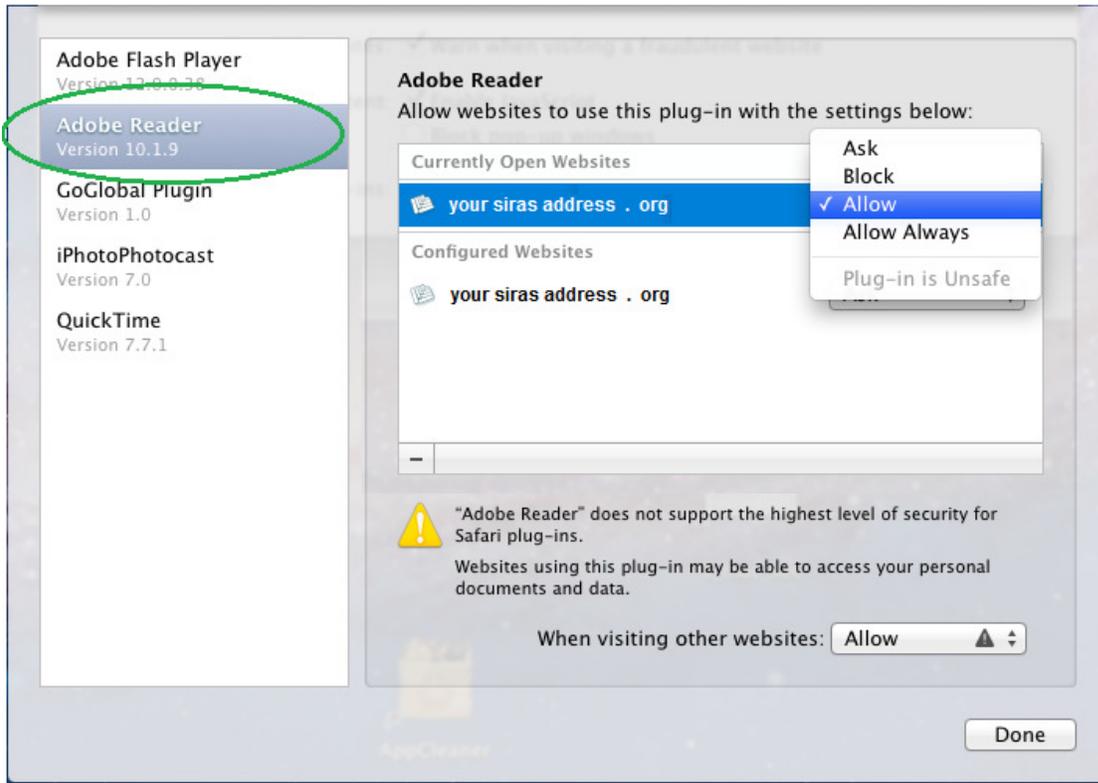


- 1) Go to /Safari /Preferences /Security



- 2) Click on 'Manage Website Settings...'
- 3) IMPORTANT NOTE: Be sure to navigate to your proper SIRAS web address not sample one listed.

# Configuring Safari for PDF Mode in SIRAS Mac



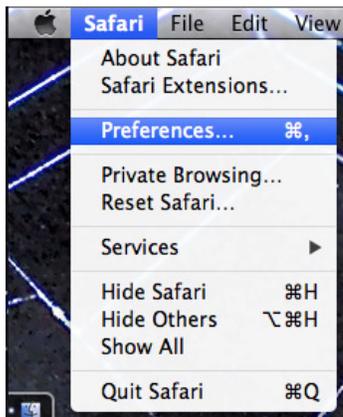
- 4) Select Adobe Reader on the left hand side.
- 5) Then select your website on the right. Your website will be different, above address is example only.
- 6) Change setting from 'Ask' to 'Allow' or 'Allow Always'
- 7) Click Done
- 8) Quit Safari, then re-login to SIRAS and test to see if form loads now.

Please wait while the form is loading...

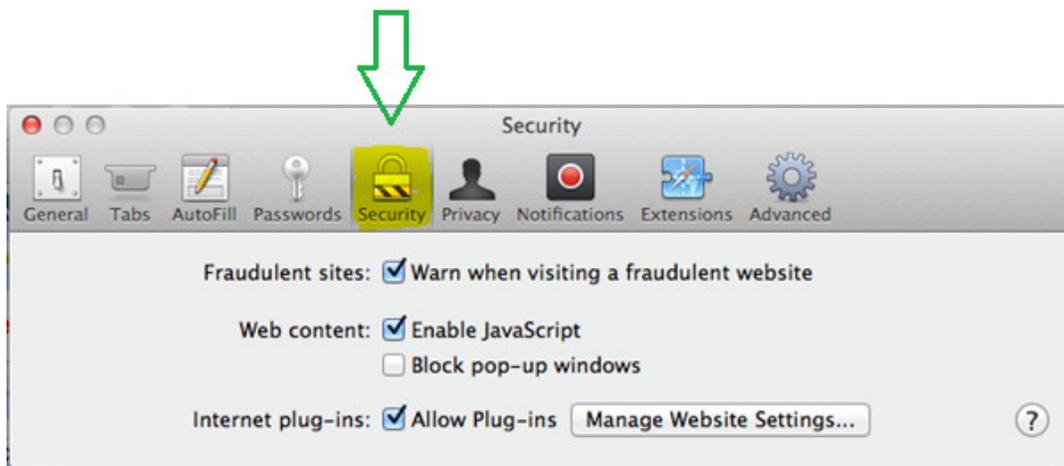


- 9) Blue Candy Cane of Success!

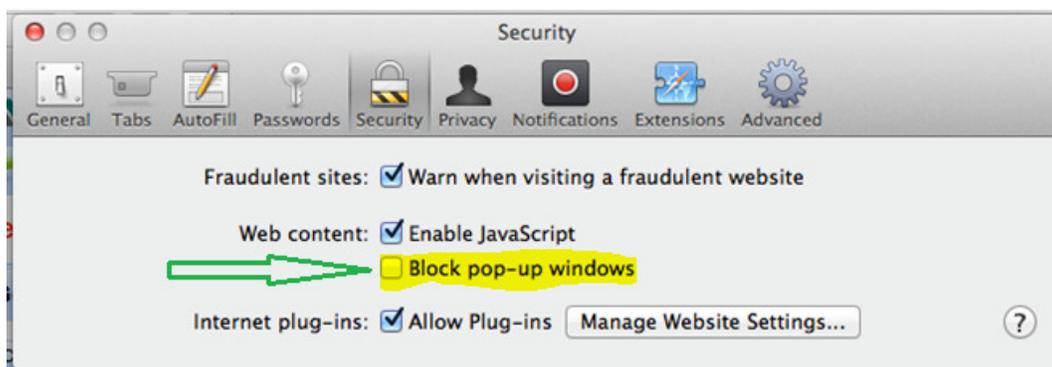
- 1) Open the Safari menu next to the Apple Icon



- 2) Click on Security Tab



- 3) Un-Check 'Block pop-up windows'



- 4) Close Preferences window
- 5) Turn back on if going to non work related websites.

# Config. Explorer for PDF Mode in SIRAS | Windows

Sometimes security settings in Internet Explorer can also affect Firefox, this configuration is needed to help them work too.

\*\* This is a 2 part fix and must be completed in this order.

*Before you begin make sure all programs are closed on your computer first.*

## Part 1

1. Open Internet Explorer (run as Administrator), navigate to the SIRAS Login page. (see chart below)
2. Tap or click the **Tools** button , and then tap or click **Internet Options**.
2. Click the **Security** tab, and Reset all zones to default level (if applicable).
3. Click **Trusted sites** zone then click the **Sites** button below it.
4. Verify that your correct SIRAS website is listed in 'Add this website to the zone:' box:

Ventura:	<a href="https://siras.vcoe.org">https://siras.vcoe.org</a>
Kern Counties, including Bakersfield:	<a href="https://siras.kern.org">https://siras.kern.org</a>
Monterey, Riverside Unified & Santa Clara:	<a href="https://sirassystems.org">https://sirassystems.org</a>

5. If it is **not** already listed in the 'Websites:' box, click the **Add** button to add it to that list.
6. Click **Close**, and then click **OK**.

## Part 2

1. Close **Internet Explorer**, then re-open Internet Explorer (run as Administrator),
2. Tap or click the **Tools** button , and then tap or click **Manage add-ons**.
3. Under **Show**, tap or click **All Add-Ons, or Run without permission**.
4. Look under **Adobe Systems, Incorporated** for **Adobe PDF Reader** and select it.
5. Tap or click **Disable**, and then click **Enable** and then tap or click **Close**.
6. Now close **Internet Explorer**
- (7. Older Windows XP/Vista machines should be restarted at this point.)

SIRAS should now work on any browser. However, if using Firefox you must make sure that Adobe Reader is the enabled plugin first.

Directions for enabling Adobe within Firefox:

[https://training.sirassystems.org/support/Configuring\\_FireFox.pdf](https://training.sirassystems.org/support/Configuring_FireFox.pdf)

## Allowing PopUps in Internet Explorer | Windows

Printing in the **IEP Manager (HTML only), Student Lists and Reports**, allowing **Pop-Ups** is required.

The easiest way to enable popups in SIRAS is to login and immediately go to /Reporting/Student Lists.

1. Click **Print** when you are on a **Student List** or a **Report**
2. Internet Explore will display a small window at the bottom of the screen



3. Click on **Options for this site**



4. Click on **Always allow**



5. Click **Print**; This will open a new tab and prompt you to print
6. Click **Print** again; This will open a new tab and prompt you to print. If you get a dialog about saving, refer to our Saving Print Jobs help sheet document.

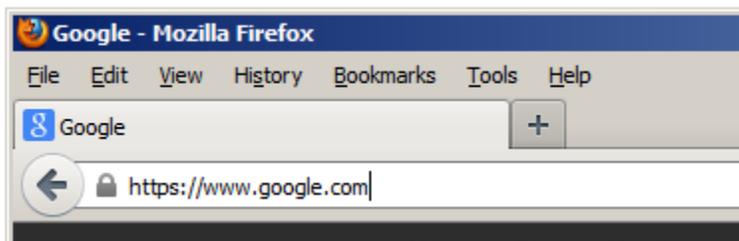
# Configuring Firefox for PDF Mode in SIRAS **Windows**



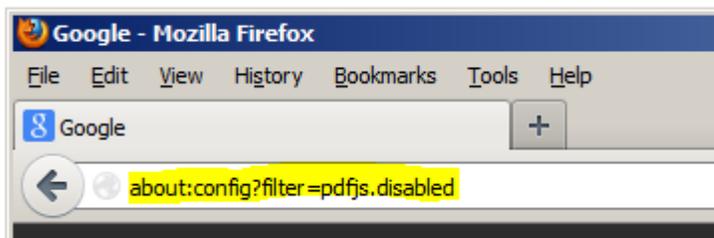
1) Open up Firefox

2) Navigate to the page: <about:config?filter=pdfjs.disabled>

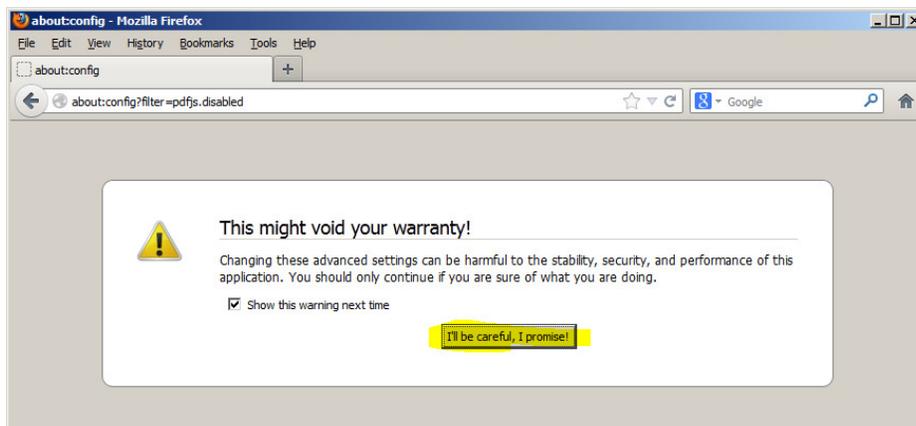
(Copy and paste the above address into the URL bar area)



3) Paste in the address and hit ENTER

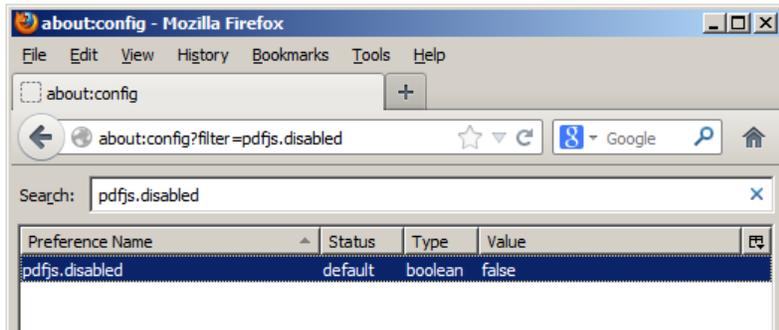


4) When you see this page, Click 'I'll be careful, I promise!'

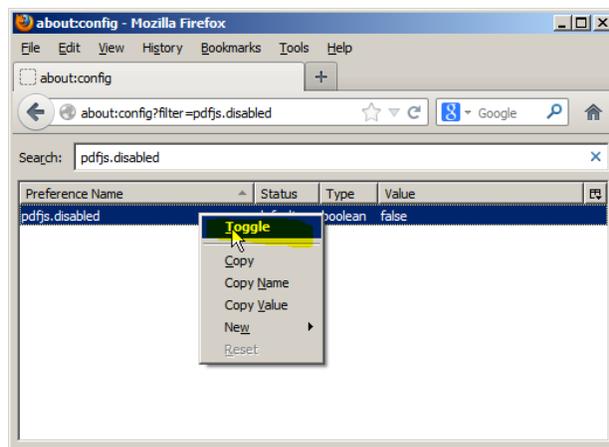


# Configuring Firefox for PDF Mode in SIRAS | Windows

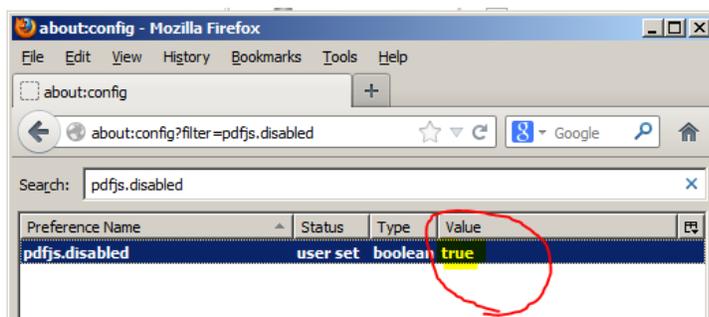
5) Verify you see this page below, if not repeat steps 2-4



6) Right Click on the highlighted line to get the menu and click 'Toggle'



7) Verify the Value has been set to 'true'



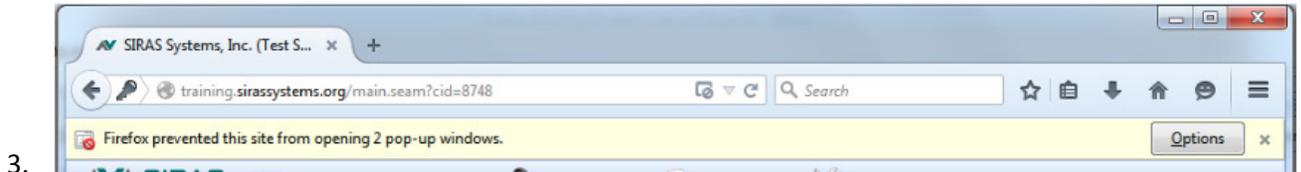
8) Quit FireFox and re-login to SIRAS.

## Allowing PopUps in Firefox | Windows

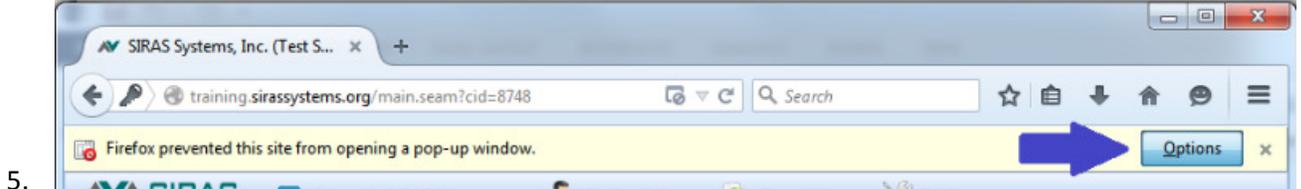
Printing in the **IEP Manager (HTML only), Student Lists and Reports**, allowing **Pop-Ups** is required.

The easiest way to enable popups in SIRAS is to login and immediately go to /Reporting/Student Lists.

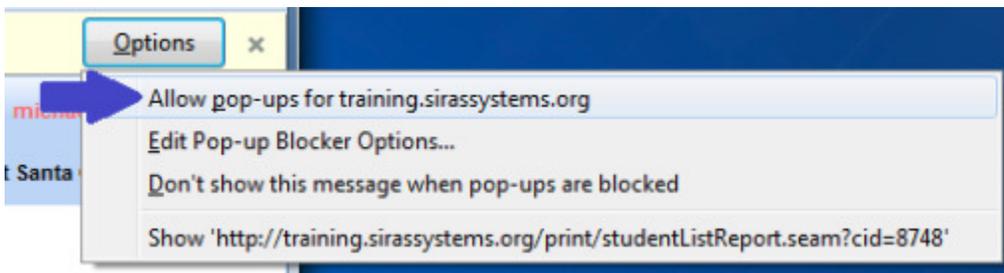
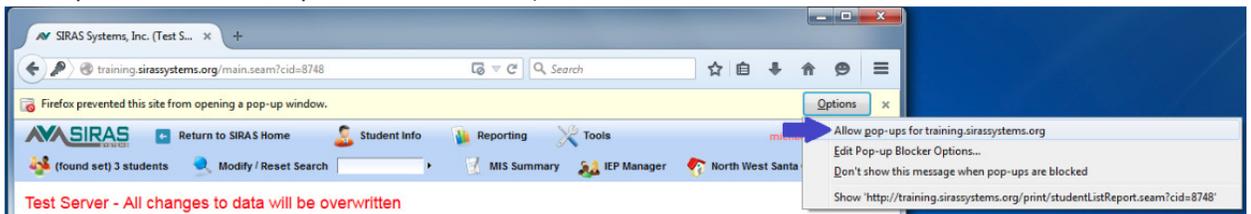
1. Click **Print** when you are on a **Student List** or a **Report**
2. A box will appear below the URL explaining Firefox prevented pop-ups



4. Click on **Options** to the right side of the screen



6. Click **Allow pop-ups for....** from the drop down menu (Note: the SIRAS training website is being used, please use the live production version.)



7. Click **Print** again; This will open a new tab and prompt you to print. If you get a dialog about saving, refer to our Saving Print Jobs help sheet document.

# Configuring Chrome v44 for PDF Mode in SIRAS | Windows

## Chrome no longer supports PDF mode in the IEP Manager!!

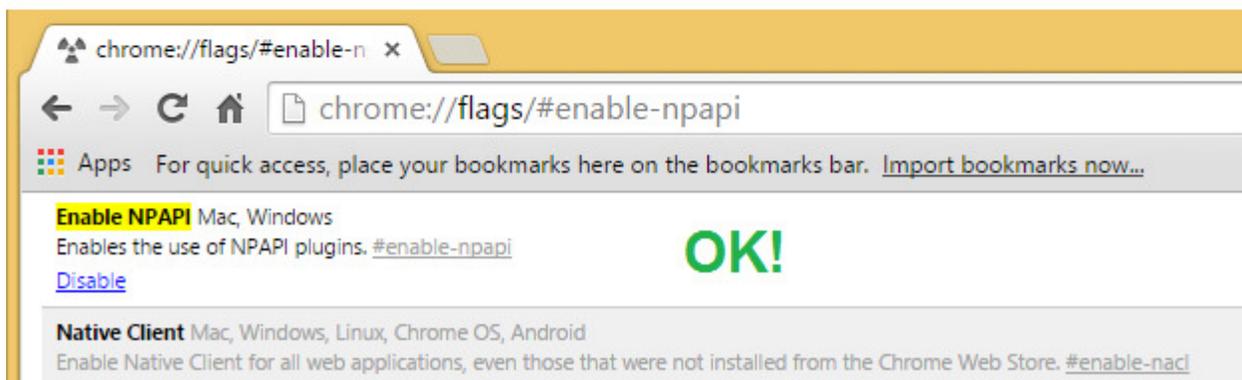
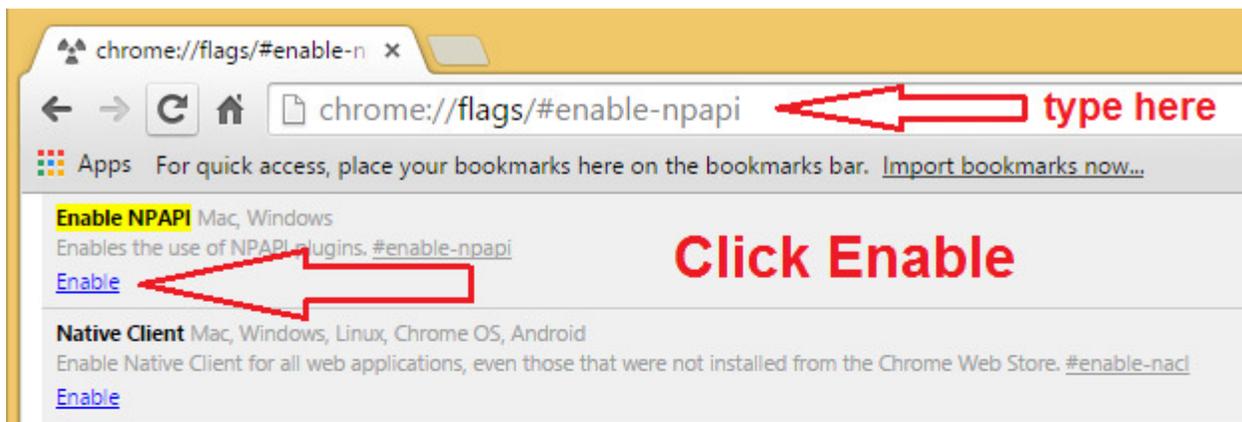
Unless you are prepared to keep and maintain an old outdated version of Chrome the following configuration will not work. The highest level version of Chrome these instructions will work for is Chrome version 44.

1) Open a version of Chrome that is no later than version 44. (Not advisable.)

2) Navigate to the page: **chrome://flags/#enable-npapi**

(You may need to type the address exactly, copy/paste may only send gibberish of &!%')(\$)

Before/After



3) Quit Chrome – VERY IMPORTANT to close all windows of Chrome.

After NPAPI has been enabled, proceed to instructions below to re-enable the Adobe Plugin.

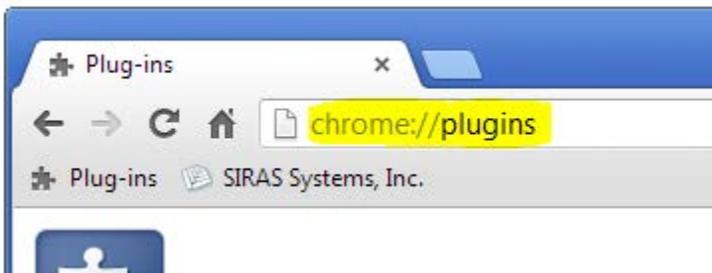
# Configuring Chrome v44 for PDF Mode in SIRAS | Windows



4) Re-open Chrome

5) Navigate to the page: **chrome://plugins**

(You may need to type the address exactly, copy/paste may only send gibberish of &!%')(\$)



6) If the Chrome PDF Viewer is not grayed out, and the 'Disable' link is showing for it, click it to ensure the Chrome PDF viewer is grayed out and 'Disabled'.

#### Chrome PDF Viewer (2 files)

**Disable**

Always allowed to run

7) Click 'Enable' and 'Always Allow' for the Adobe Reader Plugin

Adobe Reader - Version: 15.7.20033.133275 (Disabled)  
Adobe PDF Plug-In For Firefox and Netscape 15.7.20033

**Enable**

Always allowed to run

# Configuring Chrome v44 for PDF Mode in SIRAS **Windows**

Below is what the page should look like after changes:

*Note Chrome PDF is Disabled and Adobe Reader PDF is Always Allowed*



8) After Adobe Reader had been Enabled and Always Allowed:

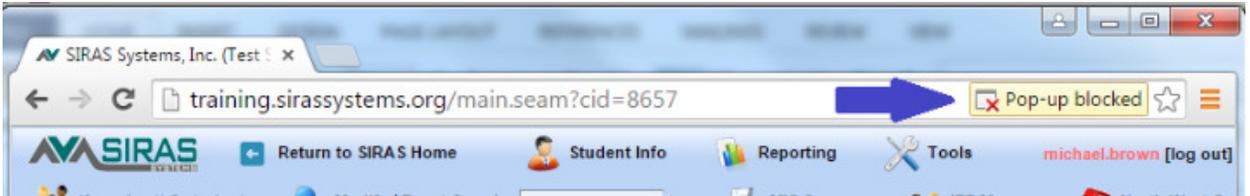
Quit Google Chrome and re-open to SIRAS login page.

## Allowing PopUps in Chrome | Windows

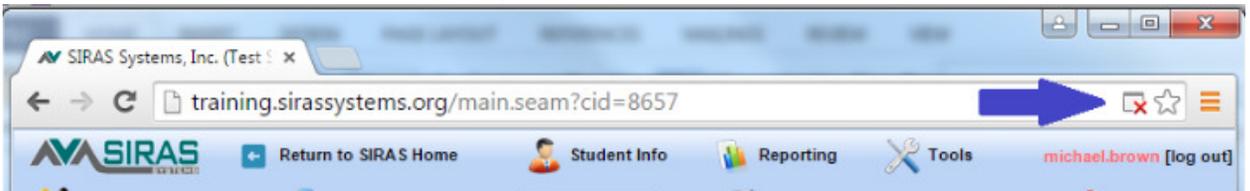
When printing in the **IEP Manager (HTML only), Student Lists and Reports**, allowing **Pop-Ups** for the SIRAS web address is required.

The easiest way to enable popups for SIRAS is to login and immediately go to /Reporting/Student Lists.

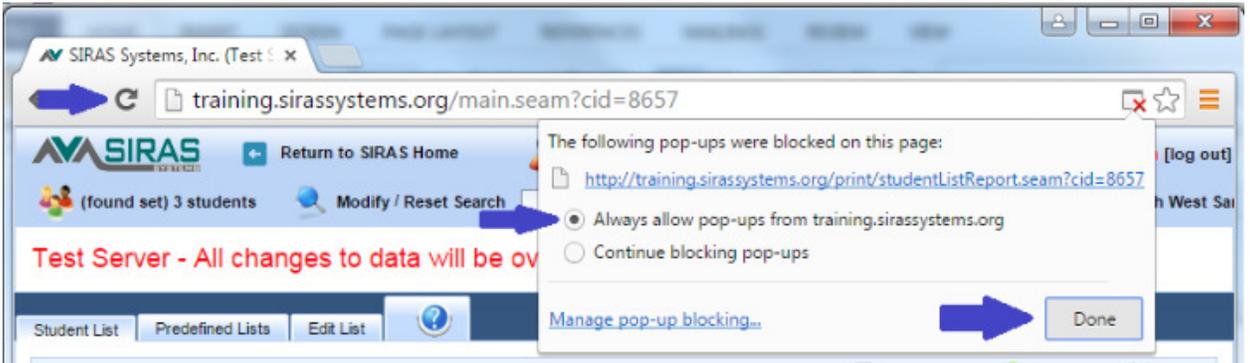
1. Click **Print** when you are on a **Student List** or a **Report**
2. Chrome will display a small icon in the URL with a **red X** reading **Pop-up blocked**



3. The icon will condense and then show only the **red X**



5. Click on the **red X** for a Pop-Up menu to be displayed



7. Click on **Always allow pop-ups from....** (Note: the SIRAS training website is being used, please use the live production version.)
8. Click **Done**
9. Click **Print** again; This will open a new tab and prompt you to print. If you get a dialog about saving, refer to our [Chrome HTML PrintHelp.pdf](#) document.

# Chrome: Printing Forms In HTML | Windows

Printing in the **IEP Manager HTML requires Pop-Ups to be allowed** and awareness of the print job that most likely will be sent to a file that will be downloaded. Once the file is downloaded it can be opened up. If you need help making sure popups are enabled, see the document [Chrome AllowPopUpsHelp.pdf](#)

In some cases, when popups are enabled and previewing the forms, Chrome will not only download the form but it will preview it in the Chrome PDF Viewer and allow you to print directly. If not you may have to manually open the downloaded form and print indirectly as seen below.

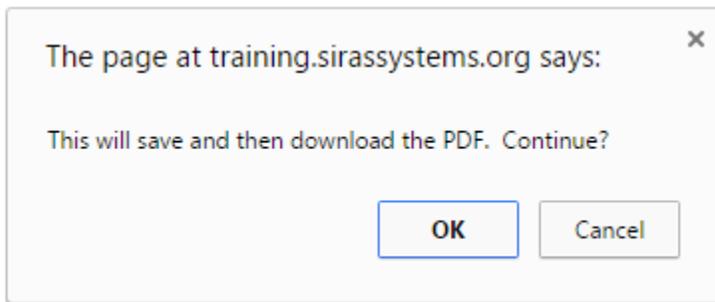
When a form is opened in HTML mode the print button will say 'Download/Print PDF'.

1. Click Download/**Print PDF**

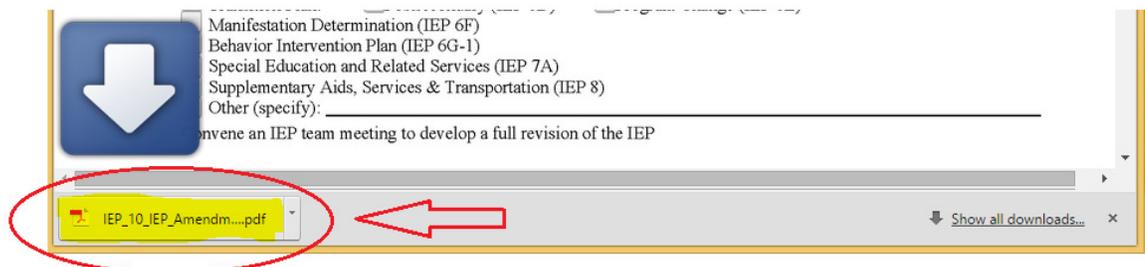


Chrome will display a message indicating the print job will be downloaded

2. Clicking OK will start the download and

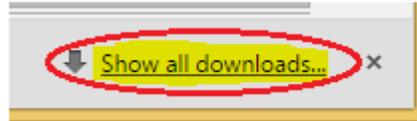


3. A Blue and White down arrow will flash to get your attention to the lower left hand corner of the browser. The downloaded file reference will appear in the lower left hand corner of the browser window below where the arrow was. Make sure to not have the bottom of the Chrome browser be below your task bar or you may not see it
4. Click on the file name reference at the bottom left and the form should either open in Adobe or the Chrome PDF viewer (if not disabled)allow you to print directly to your printer from the default PDF reader on your computer.



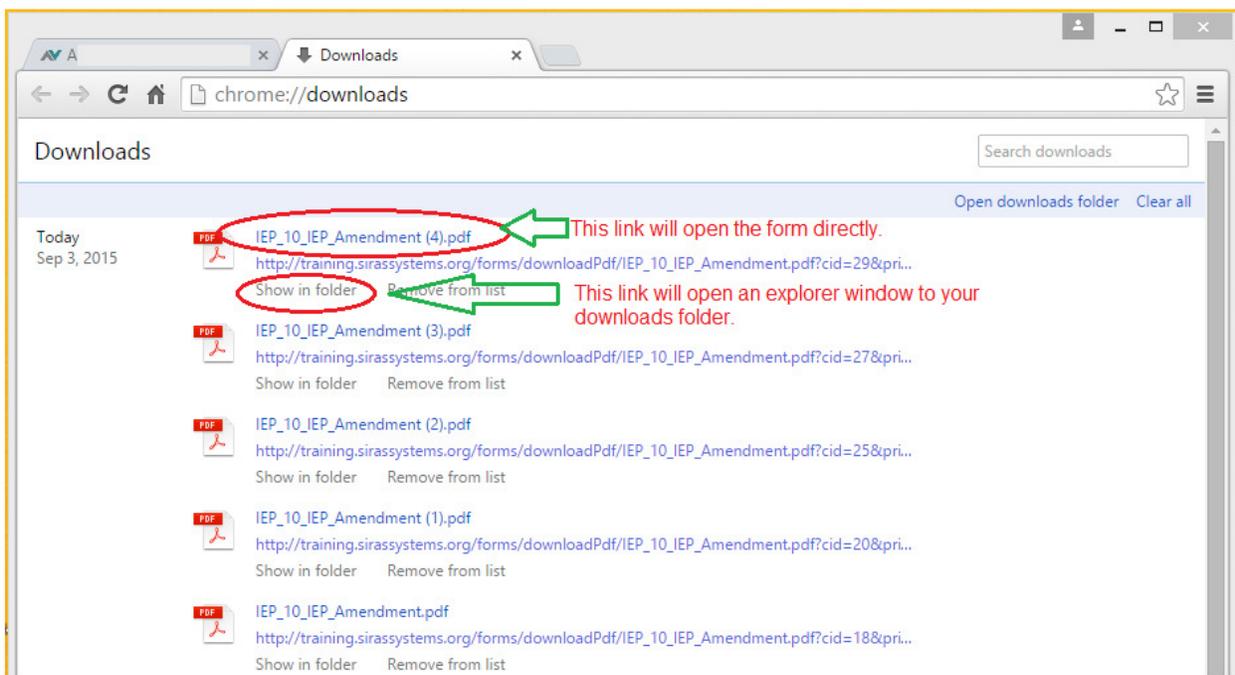
## Chrome: Printing Forms In HTML | Windows

5. Otherwise you can click on 'Show all downloads' and Chrome will take you to a page with the recent forms you have downloaded for you to click on and print from or save.



6. Clicking the 'Show all downloads' link will allow you to see the file in the actual folder it was saved to. Notice on this page there are two types of links:

- i: The name\_of\_the\_file.pdf link will open the form so you can print it directly.
- ii: The 'Show in folder' link will open up your downloads folder so you can open the file from there.



7. Clicking on either link will enable you to see the file and open it so you can print it out.