



# Arkansas WebIZ Immunization Information System



## Connectivity Instructions for Arkansas WebIZ Main Application & School Application

### Connectivity Instructions

All Sites connecting to the Arkansas WebIZ Immunization Information System main application and school application must have Internet connectivity.

### Protection

If Arkansas WebIZ Immunization Information System participating sites use a digital connection (e.g., DSL, ISDN, T1, etc.), then they must also use a *virus protection package* that is updated weekly. Additionally, each computer that connects to Arkansas WebIZ through a digital line must have a *firewall* protecting it from the Internet. This could either be a personal firewall (one can be obtained free at [www.zonealarm.com](http://www.zonealarm.com)) or a firewall appliance incorporated into your network.

### Web Browsers

The Arkansas WebIZ web applications work properly with an unmodified version of Internet Explorer (IE) 8.0 and above, Safari 5.0, and Mozilla Firefox 4.0 with 128-bit encryption. *Note: Some Internet Service Providers such as Google or Comcast may modify your browser.* While Arkansas WebIZ does work with Safari and Firefox, IE is the preferred web browser, and the only browser through which functionality is guaranteed. IE, therefore, is the only web browser that will be discussed in terms of troubleshooting and for the duration of this document. If you have multiple web browsers installed, it is advisable to set IE as the default browser. To make IE your default web browser, select the "Tools" button in IE, then select "Internet Options...", and the "Programs" tab, check the box "Internet Explorer should check to see whether it is the default" to ensure it is selected.

### Instructions for Shortcuts and Companion Software

#### ***Creating an Arkansas WebIZ Icon on your Desktop in IE***

To create an icon on your computer desktop as a quick link to the Arkansas WebIZ web applications, perform the following actions:

- Right click with your mouse anywhere on your desktop, select New > Shortcut
- To create a shortcut to the **main Arkansas WebIZ application for providers**, type <https://adhimmreglive.arkansas.gov/webiznet> in the *Type the Location of Item* field.
- Click the "Next" button
- In the *Name for Shortcut* field, type "Arkansas WebIZ – Main."
- Click "Finish."
- To create a shortcut to the **school Arkansas WebIZ application for Schools** (including child care centers, Head Start programs, and other educational entities), type <https://adhimmreglive.arkansas.gov/webizlite> in the *Type the Location of Item* field.
- Click the "Next" button
- In the *Name for Shortcut* field, type "Arkansas WebIZ – School."
- Click "Finish."
- To test the newly created shortcut, find the new icon on your desktop. It will be titled either "Arkansas WebIZ – Main," or "Arkansas WebIZ – School."
- Double-click on the Arkansas WebIZ icon. Internet Explorer should open to the Arkansas WebIZ web application homepage.

### ***Adobe Acrobat Reader***

You will need Adobe Acrobat Reader to be able to view and print reports and forms available in the Arkansas WebIZ web application. To download Adobe Acrobat Reader, go to: <http://www.adobe.com>, and perform the following actions:

1. Select "Get Adobe Reader."
2. Choose your language, platform, and connection speed.
3. Click the download button and follow the directions to finish the installation of Adobe Acrobat Reader on your computer.

### ***Windows Updates***

The Arkansas WebIZ staff strongly recommends that all computers receive the most recent Microsoft Windows updates as they become available. To verify that your computer has the most recent updates, go to: <http://www.windowsupdate.com>, and perform the following actions:

1. Select "Scan for Updates."
2. Install any needed "Critical Updates" or patches.

### **Recommendations for Optimal Functioning of Arkansas WebIZ**

#### ***Display Resolution***

For optimal viewing of the Arkansas WebIZ web application, we recommend users have a display resolution of at least 1024 x 768.

#### ***To Change the display resolution on your computer:***

- Right-click with your mouse on any empty spot on your desktop wallpaper.
- Select *Properties* and left-click with your mouse
- Select the *Settings* tab
- Change the resolution by using the *Screen Resolution* slider bar, moving it to the right until the correct resolution (1024 x 768) is shown below the bar.
- Click *Apply* and then click *OK*.

#### ***Printer Settings:***

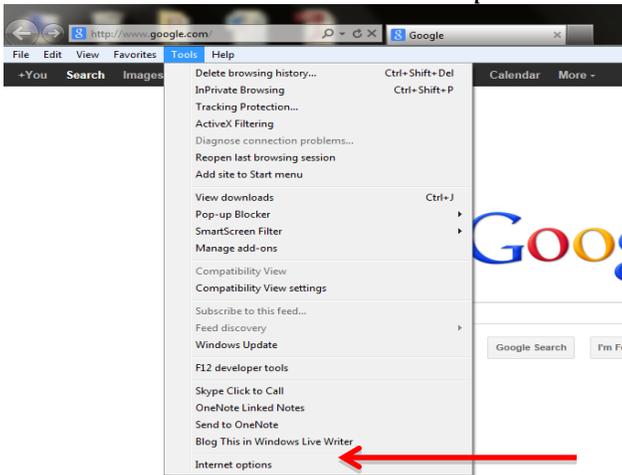
To have the Arkansas WebIZ application print all immunization forms neatly on the page, perform the following steps:

- Open Internet Explorer
- Select *File*
- Select *Page Setup*
- Delete all text contained in the *Header* and *Footer* fields
- Set all margins to 0.5 inches
- Click *OK*

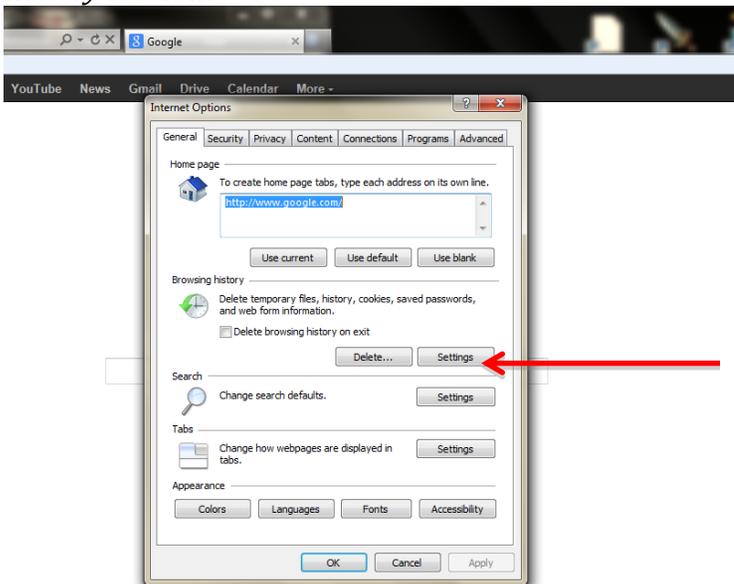
## Internet Explorer Settings for PCs

First, verify that you have Internet Explorer 8.0 or above by clicking on the *Help* button, then *About IE* and confirm which version of IE appears in the pop-up window. Click *OK* to close the pop-up window. *It is not recommended that earlier versions of IE are used as doing so may cause some pages to not be displayed properly.*

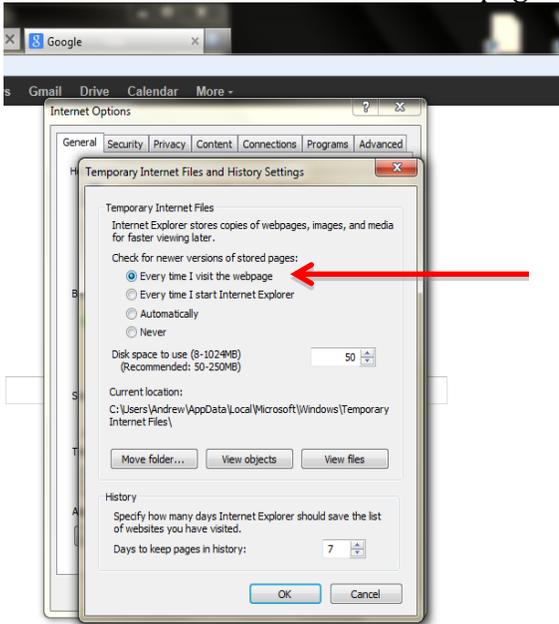
Click on *Tools* and select *Internet Options*



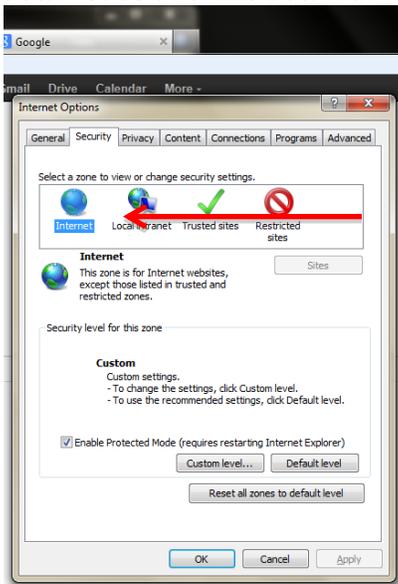
Click on the *General* tab in the *Internet Options* window and the *Settings* button under the *Browsing History* section.



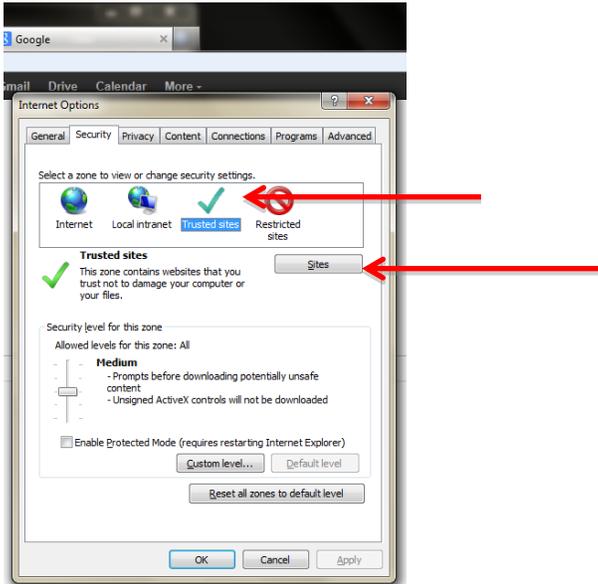
Click “Every time I visit the Webpage” under *Temporary Internet Files and History Settings* section to check for newer versions of stored pages and then click OK.



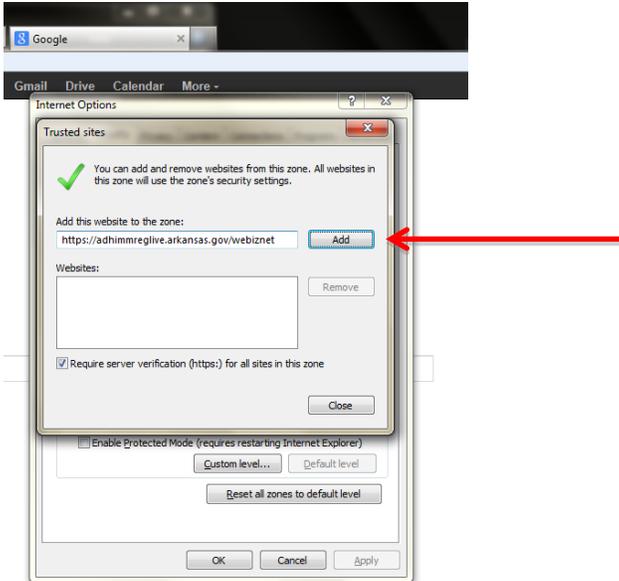
Click the *Security* tab in the *Internet Options* window, ensure *Internet* is highlighted (in blue), and click on the *Custom level* button. Scroll down to *Downloads* and select “Enable” for *Automatic prompting for file downloads* and *File download*. Click OK.



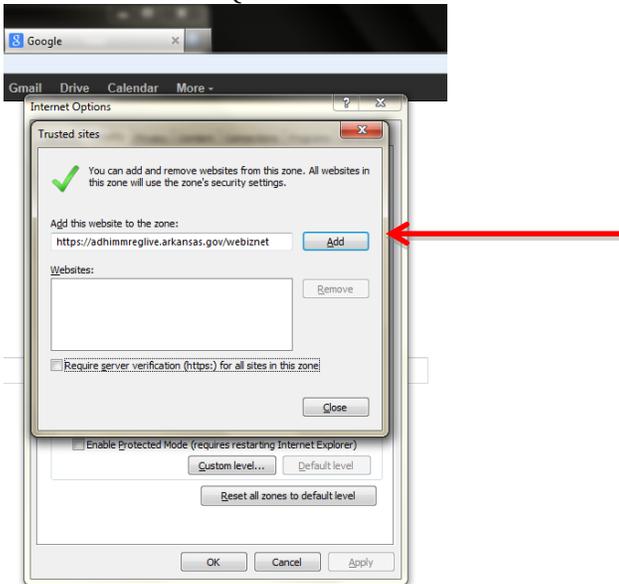
Click on *Trusted Sites* and select *Sites*.



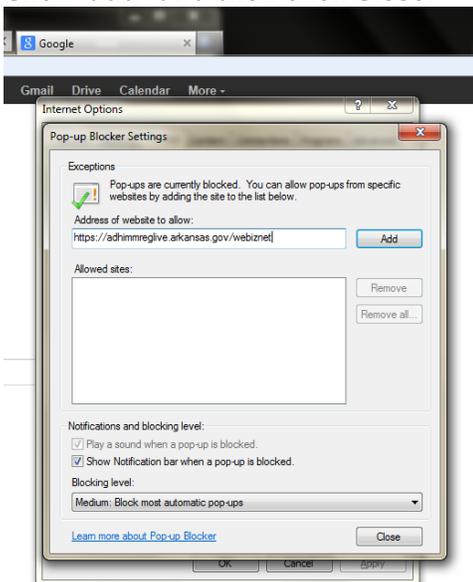
Add the <https://adhimmreglive.arkansas.gov/webiznet> URL for **Providers** or the <https://adhimmreglive.arkansas.gov/webizlite> URL for **Schools** in the *Add this website to the zone* box and click Add. Make sure the *Require server verification (https:) for all sites in this zone* box is unchecked. Click Close and then click OK.



Open the *Privacy* tab in the *Internet Options* window, and select the *Settings* button under the *pop-up Blocker* section. (You cannot select this button if the “Turn on Pop-up Blocker” box is not checked).



Type: <https://adhimmreglive.arkansas.gov/webiznet> URL for **Providers** or the <https://adhimmreglive.arkansas.gov/webizlite> URL for **Schools** in the “address of website to allow” field. Click “add” and then click Close.



Open the *Advanced* tab in the *Internet Options* window, and uncheck the box that indicates “Show friendly HTTP error messages.” Click Apply and then Click OK.

