1.1 Configure Browser

Configure your browser using the following steps.

- Open Internet Explorer.
- Click on *Tools*.
• Click the **Internet Options** tab.
• Click the **Security** tab.
- Click on **Local Intranet**.
- Click on **Sites**.
• Click on the *Advanced button*. 
• Type in https://fosystems.depaul.edu/.
• Click the Add button.
• When you click Add, the site will be added to the bottom box shown below.
• Click the Close button.
• Click the **OK** button.
- Click the **Custom Level** button.
• Scroll down to the bottom of the list and click the User Authentication button: *Automatic logon with current user name and password.*

• Click *OK.*
• Click OK.
• When this is complete, you can log in to the Facility Operations work order system on a DePaul computer at https://fosystems.depaul.edu/. You will not be asked for authentication again.
• You can make a shortcut to this link using the URL above. (Instructions for this are located below).
1.2 Create Shortcut

The important thing to remember is that wherever you create a shortcut or URL link, the site address is https://fosystems.depaul.edu/. This section shows how to create shortcuts to the work order system.

Begin by opening Internet Explorer and going to the site located at https://fosystems.depaul.edu/.
• Notice that when you enter the work order system, the URL has changed.

• Click the Star/green arrow icon **Add to Favorites Bar.**
• Notice that you just added a link to your Favorites Bar. However, the address that it is pointing to needs to be modified.

• Right-click on the Metastorm BPM icon in the Favorites Bar.
• Click on Properties.
• This will take you to the screen where you can edit the address that the icon points to.
• Note that the tab **Web Document** must be clicked.
• You can now edit where the icon points to in the URL address box (shown below).
• The address must be modified to https://fosystems.dePaul.edu/.
• Once you have modified the URL, click **Apply**, then click **OK**.
• Next, click on the General tab.
• Modify the title of the shortcut from Metastorm BPM to FO Systems.
• When this is done, click **Apply** and **OK**.
• The shortcut should now look like the one shown below.

• You may wish to copy this shortcut to your desktop. When you right-click on the **FO Systems** shortcut, you will have the option to **Copy** it.
• Click on your desktop, and right click to Paste the shortcut.
• The shortcut icon will now be on your desktop.
• Please contact Facility Operations if you have questions.