Change Print Mode (required if use of ActiveX controls are disabled or blocked) NOTE: <u>Not required for Chrome Browser</u>

User Master Files Data Entry Inquiry	Reports Forms Utilities He	alp
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	Preventive Maintenance	
	Pack Room	
	Transportation Customer Service	
	Master Files Custom Reports	
	Print Mode	• PDF
1111		Crystal ActiveX

In ControlTex go to Reports > Print Mode > select PDF

Set Pop-Up Blocker for Internet Explorer if desired to Print Copy of Order:

In the Browser select "Tools" then "Pop-up Blocker" – Select "Turn Off Pop-up Blocker" Note: if it says "Turn On Pop-up Blocker" it is already off.

Also note there may be other "Pop-up" blockers on a system. Apps such as Google Toolbar and/or Yahoo will often download pop-up blockers that must also be turned off.

File	Edit V	iew	Favorites	Tools	Help			
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	InPrivate Filtering	Ctrl+Shift+F		
📫 🗞 🏧 🕛	InPrivate Filtering Settings			
	Pop-up Blocker	+	Turn Off Pop-up Blocker	
	SmartScreen Filter	+	Pop-up Blocker Settings	
	Manage Add-ons			

NOTE: Pop-up Blocker Settings can also be used in case turning off the Pop-up Blocker is not an option. Type in *.controltex.com then select the "Add" button.

Pop-up Blocker Settings	X
Exceptions Pop-ups are currently blocked. You can allow pop-ups from specific websites by adding the site to the list below. Address of website to allow: *.controltex.com Add	;
Allowed sites:	
Remove	all
Notifications and blocking level:	
 Flay a sound when a pop-up is blocked. Show Information Bar when a pop-up is blocked. 	
Blocking level:	
Medium: Block most automatic pop-ups	_
Learn more about Pop-up Blocker Close	-

Set Pop-Up Blocker for Chrome if desired to Print Copy of Order:

		☆	0
New tab		C	Ctrl+T
New window		C	trl+N
New incognit	o window	Ctrl+Sh	ift+N
History			►
Downloads		(Ctrl+J
Bookmarks			►
Zoom	- 10	0% +	53
Print		C	Ctrl+P
Cast			
Find		C	Ctrl+F
More tools			•
Edit	Cut	Сору	Paste
Settings			
Help			►
Exit			

Click three vertical dots in upper right corner, select Settings

Scroll to bottom and click Advanced

ettings	Q. Search settings	
People Autofill	Page zoom 100% Search engine	*
Appearance Search engine Default browser	Search engine used in the address bar Google Manage search engines	•
) On startup Ivanced -	Default browser Default browser Make Google Chrome the default browser	Make default
ieusions 🕑	On startup Open the New Tab page Continue where you left off Open a specific page or set of pages	

Select Site Settings

Site Settings	
Control what information websites can use and what content they can show you	

Select Pop-ups and redirects

Pop-ups and redirects Blocked

Add these to the Allow section

Allow		Add	
F	http://ctxcloud.controltex.com:80	* * *	
3	[*.]controltex.com	* * *	

Then close the Settings tab

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