

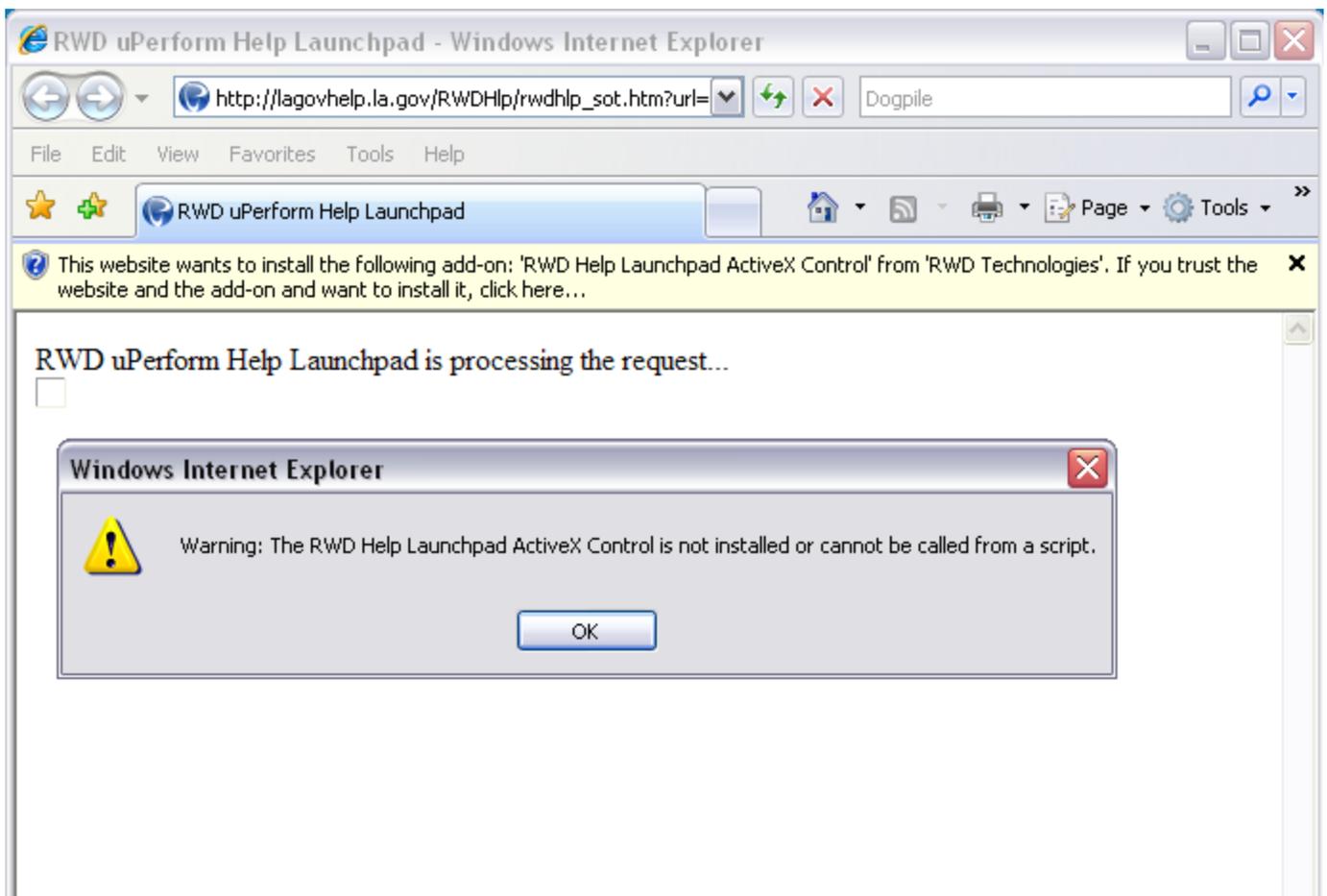
Upgrade to ISIS HR – Instructions for Active X Download (Stay-On-Top)

The stay-on-top functionality requires the installation of an ActiveX control. This control may be downloaded and installed either by individual agency users with administrative rights to their PCs or it may be pushed out to your agency users utilizing an automated rollout software such as SCCM.

Once this control is either installed by the individual user or pushed out by your system administrators, it will be available for all users accessing this PC in the future and should not have to be reinstalled. In order for this functionality to work correctly, users must have full “write” permissions to their IETemp subdirectory.

Individual Installation By Agency Users:

1. Open online help from ISIS HR, it will open Internet Explorer with a pop-up box. **Click OK**



2. You will also see a yellow informational bar (see picture above) at the top of screen that states “This website wants to install the following add-on...” Click on the yellow bar, then click “Install ActiveX Control...”

3. This pop-up box will then display:



4. Click “Install” and within several seconds the website downloads a small file that will keep your online help on top even when you work in ISIS HR, making it easier to refer to the documentation.



When you click **Install**, if you get an error message please consult with your agency’s IT staff for help in installing the file. Many offices restrict software installation to certain staff.

Automated Rollout By System Administrators:

1. Download the zipped [Stay-on-top executable](#) file available on the [OIS Technical Page](#).
2. Unzip the executable file and distribute to your agency users with an automated rollout software such as SCCM prior to July 6, 2010.
3. Once software has been rolled out to agency users, they should follow the same steps as above with the exception of downloading the Active X control file.