### Privacy Acceptance

### Unit 1.03

### **Change History**

Update the following table as necessary when this document is changed:

Date	Name	Change Description	

#### Purpose

Use this procedure to accept cookies from QuickPack and designate QuickPack as a trusted site using your internet options.

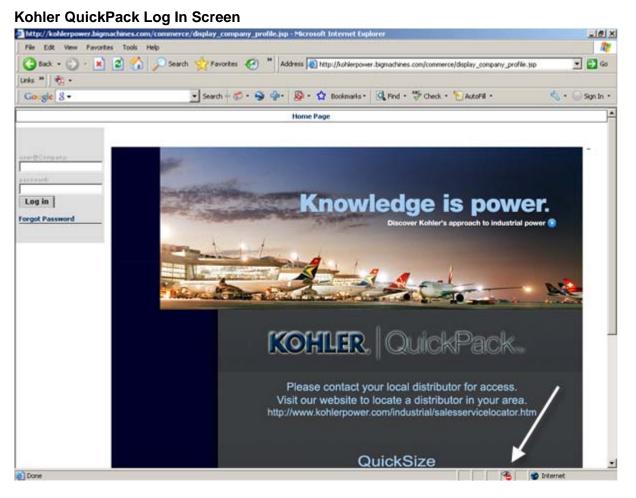
#### Trigger

Perform this procedure the first time you use QuickPack on a computer.

#### Prerequisites

- You are logged in to QuickPack.
- You have selected a customer.

#### Procedure



1. Double-click <sup>(\*\*)</sup> in the status bar.

# **Privacy Report**

Privacy Report	×
Based on your privacy settings, some cookies	were restricted or blocked.
Show: Restricted Web sites 💌	
$\underline{W}eb$ sites with content on the current page:	
Site	Cookies
http://testkohlerpower.bigmachines.com/commerce http://www.kohlerpower.com/index.htm	Blocked Blocked
To view a site's privacy summary, select an item in the lis then click Summary.	st, and Symmary
Learn more about privacy	Settings

**2.** Double-click a listed Web site.

# **Privacy Policy**

Privacy Policy	×
Could not find a privacy policy for http://testkohlerpower.bigmachines.com/commerce/display_company_profile.jsp. To view this site's privac policy, contact the Web site directly.	y
How should cookies from "bigmachines.com" be handled?	_
C Compare cookies' Privacy Policy to my settings	_
	_

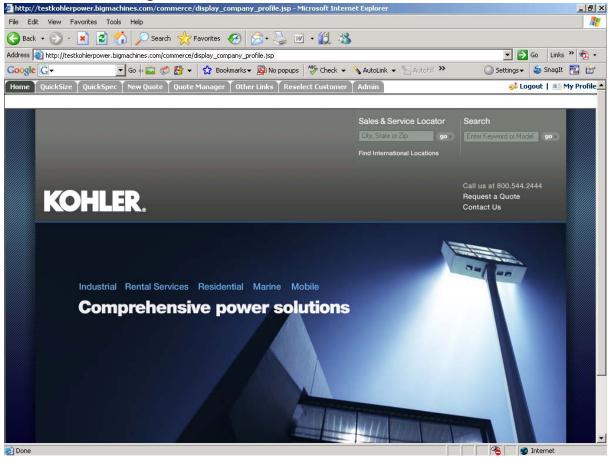
- 3. Select Always allow this site to use cookies.
- **4.** Click OK to validate the selection.

# **Privacy Report**

Privacy Report	×
Based on your privacy settings, some cookies w	vere restricted or blocked.
Show: Restricted Web sites 💌	
$\underline{W}$ eb sites with content on the current page:	
Site	Cookies
http://testkohlerpower.bigmachines.com/commerce http://www.kohlerpower.com/index.htm	Blocked Blocked
To view a site's privacy summary, select an item in the list then click Summary.	t, and <u>Su</u> mmary
Learn more about privacy	<u>S</u> ettings <u>C</u> lose

- 5. Repeat steps 2 through 4 for each subsequent Web site.
- 6. Click <u>Close</u> to return to the QuickPack Home Page screen.

### QuickPack Home Page



7. From the browser menu bar, select **Tools → Internet Options** to open the *Internet Options* dialog box.

# **Internet Options**

Internet Options	x
General Security Privacy Content Connections Programs Advanced	J)
Home page You can change which page to use for your home page. Add <u>r</u> ess: <u>http://kohlernet.kohlerco.com/</u>	
Use <u>Current</u> Use <u>D</u> efault Use <u>B</u> lank	
Temporary Internet files         Pages you view on the Internet are stored in a special folder for quick viewing later.         Delete Cookjes         Delete Eiles	
History The History folder contains links to pages you've visited, for quick access to recently viewed pages. Days to keep pages in history:	
Colors Fonts Languages Accessibility	
OK Cancel Apply	

8. Select the Privacy tab.

# **Internet Options**

Internet Options
General Security Privacy Content Connections Programs Advanced
Settings Move the slider to select a privacy setting for the Internet zone.
-       -         <
Sites Import Advanced Default
Pop-up Blocker Prevent most pop-up windows from appearing.
OK Cancel Apply

9. Click <u>Sites...</u> to open the *Per Site Privacy Actions* dialog box.

### Per Site Privacy Actions

Per Site Privacy Actions	? ×
⊢ Manage Sites	
You can specify which Web sites are always or never al cookies, regardless of their privacy policy.	lowed to use
Type the exact address of the Web site you want to manage, an or Block.	nd then click Allow
To remove a site from the list of managed sites, select the name and click the Remove button.	of the Web site
Address of <u>W</u> eb site:	
	<u>B</u> lock
	Allow
Managed Web <u>s</u> ites:	
Domain Setting	<u>R</u> emove
	Remove All
	ОК

**10.** Verify that **bigmachines.com** and **kohlerpower.com** are listed in the **Managed Web sites:** section with 'Always Allow' in the **Setting** column.



To allow web sites not listed, perform steps **11** and **12**.

- **11.** In the **Address of Web site:** field, enter the appropriate domain name. **Example:** bigmachines.com
- **12.** Click \_\_\_\_\_\_\_ to allow access to the site.

## Per Site Privacy Actions

r Site Privacy Actions		? ×
Manage Sites		
-	eb sites are always or never allo r privacy policy.	owed to use
Type the exact address of the Well or Block.	b site you want to manage, and	d then click Allow
To remove a site from the list of ma and click the Remove button.	anaged sites, select the name o	of the Web site
Address of <u>W</u> eb site:		
		<u>B</u> lock
		Allow
Managed Web <u>s</u> ites:		
Domain	Setting	<u>R</u> emove
bigmachine.com	Always Allow	Remove All
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**13.** Repeat steps **11** and **12** as necessary to allow more sites.

### **Per Site Privacy Actions**

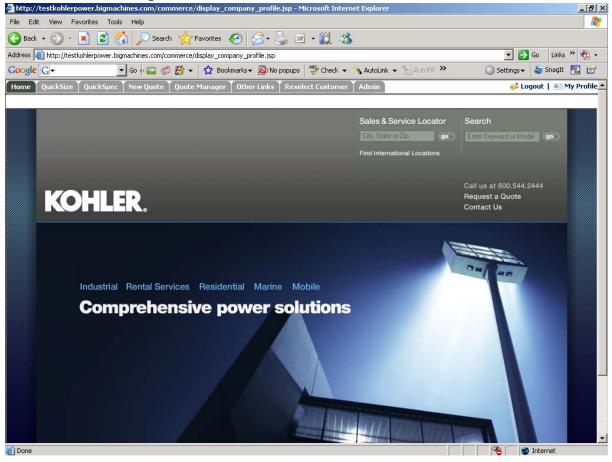
er Site Privacy Actions		? ×
⊢ Manage Sites		
-	eb sites are always or never allo r privacy policy.	owed to use
Type the exact address of the Well or Block.	b site you want to manage, and	then click Allow
To remove a site from the list of ma and click the Remove button.	anaged sites, select the name o	f the Web site
Address of <u>W</u> eb site:		
		<u>B</u> lock
		Allow
Managed Web <u>s</u> ites:		
Domain	Setting	<u>R</u> emove
bigmachine.com kohlerpower.com	Always Allow Always Allow	Remove All
1		
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		UN I

After completing this work instruction, the dialog box should appear as shown above when you perform steps **7** through **9**.

**14.** Click \_\_\_\_\_\_ to close the dialog boxes.

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### **QuickPack Home Page**



#### Result

You have completed this transaction. You have accepted cookies from QuickPack and designated QuickPack as a trusted site using your internet options.

### Comments

None