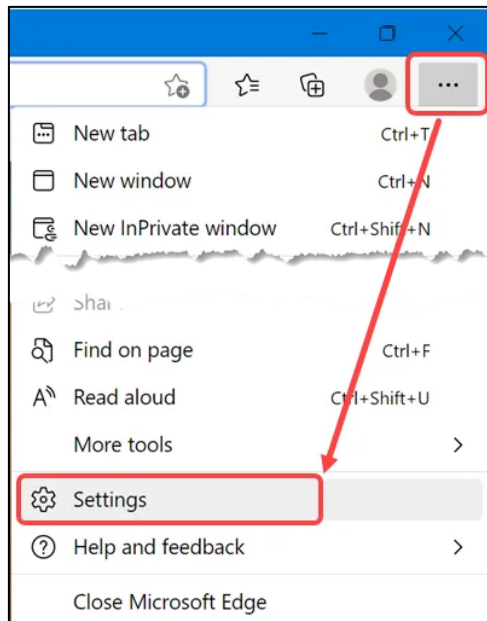


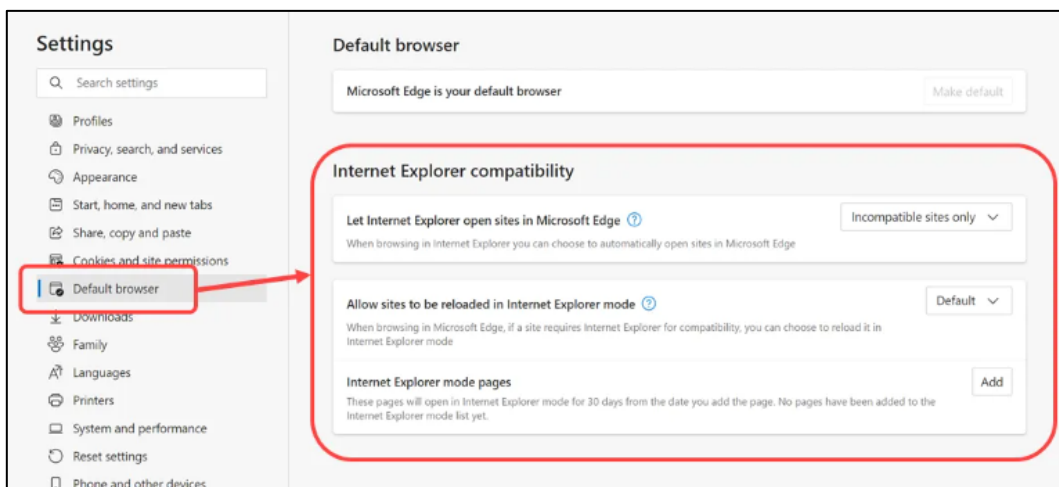
Step 1: Configuring the IE Mode function within Edge.

It is recommended that you enable the IE mode feature within the Edge browser to ensure this function is selectable on the website required (The CCG eReferral application in this guide).

1. **Open** the Edge browser.
2. Navigate to the **Settings** menu
 - o Click Alt + F on your keyboard or click the 3 dots at the top right-hand corner.



3. Open the **Settings** sub-menu
4. Navigate to the **Default Browser** section on the left-hand side menu
 - o **Note:** You may need to maximise the window to display this correctly

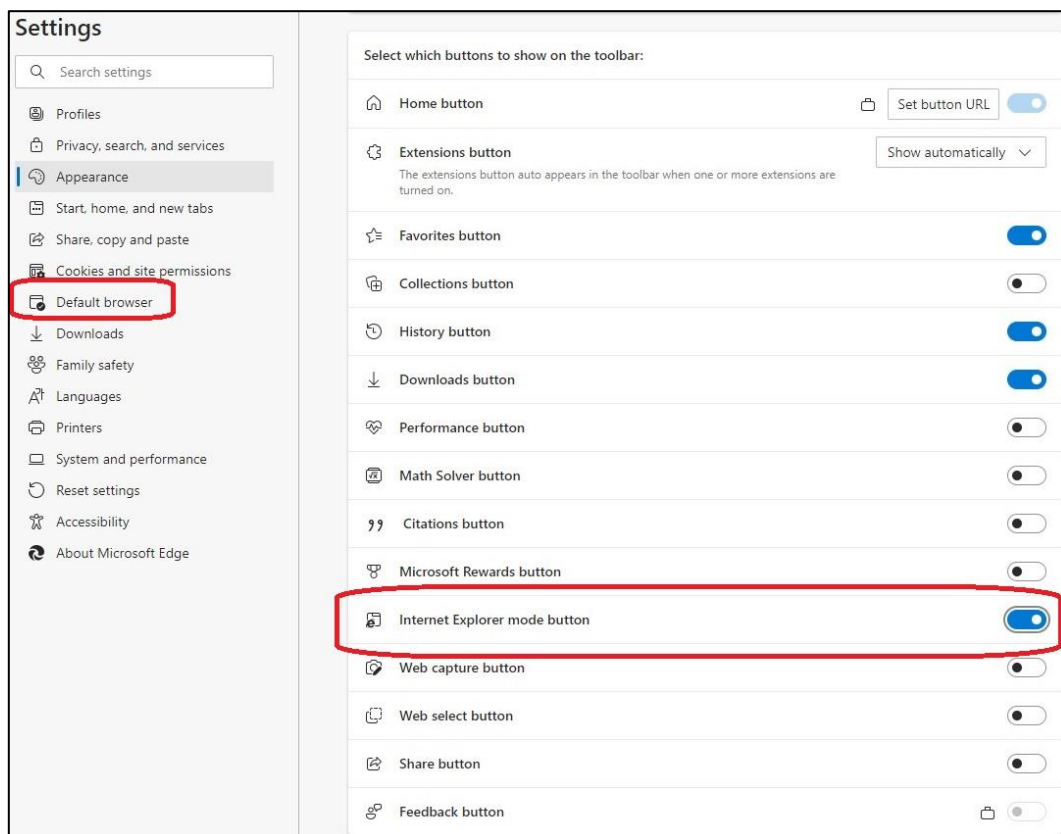


5. Change the drop-down menu:
 - **“Let Internet Explorer open sites in Microsoft Edge” to Always**
6. Change the drop-down menu:
 - **“Allow sites to be reloaded in Internet Explorer mode” to Allow**
 - **Note:** This may require a restart of the browser.
 - **Note:** An on-screen notification will be displayed should this be required.

Step 2: Adding the IE Mode button to the browser toolbar

To ensure the easiest method to configure the IE Mode on the required website, you may need to **“activate”** or **“unhide”** the IE Mode toolbar button.

1. Repeat Steps 1 to 3 from the above section to display the browser **settings menu**
2. Navigate to the **Appearance** section on the left-hand side menu
 - **Note:** You may need to maximise the window to display this correctly



3. Click the **toggle button** for **“Internet Explorer mode button”** to **On**
4. A New icon will be displayed on the toolbar at the top of the browser



Step 3: Connecting to the HSCNI Network / Dental Portal

1. Establish a connection into the HSCNI Network / Optometry Portal

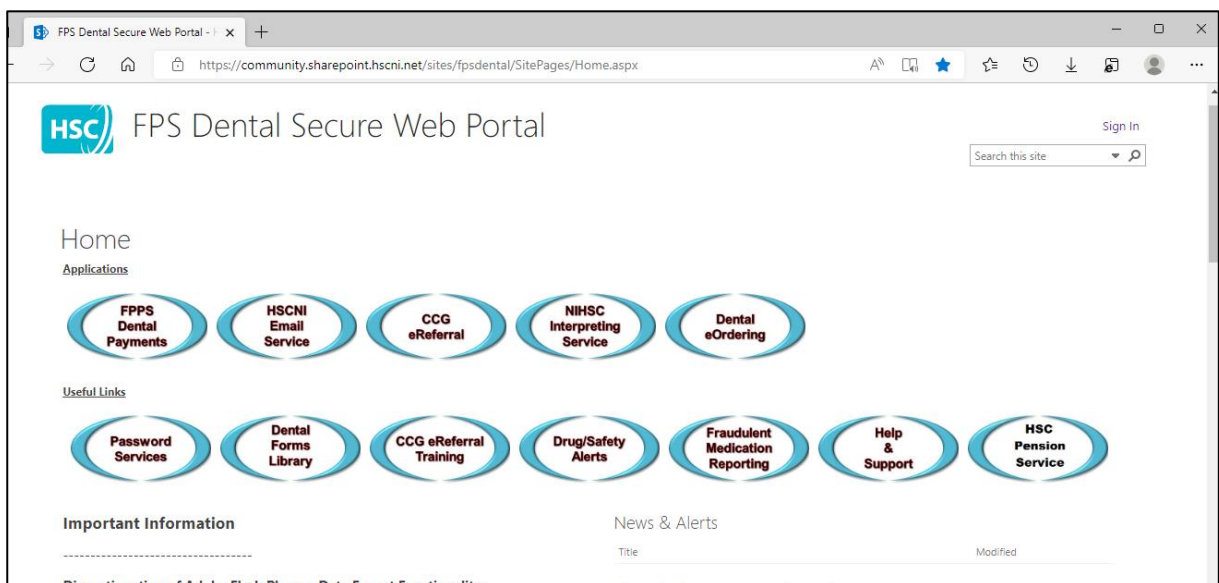


- Portal URL: <https://signin.hscni.net/dentists>
- Username: GDC Number
- Passcode: Your 4-digit PIN + the 6-digit code generated by your Cryptocard
 - (For example: 2278123456)

Step 4: Configuring the CCG eReferral application with IE Mode

Contractor-based testing has confirmed that the most effective method to ensure functionality and the best end-user experience of the CCG eReferral application is to activate IE Mode.

1. The main Dental Portal page is displayed after connection



2. Click the CCG eReferral link/ icon

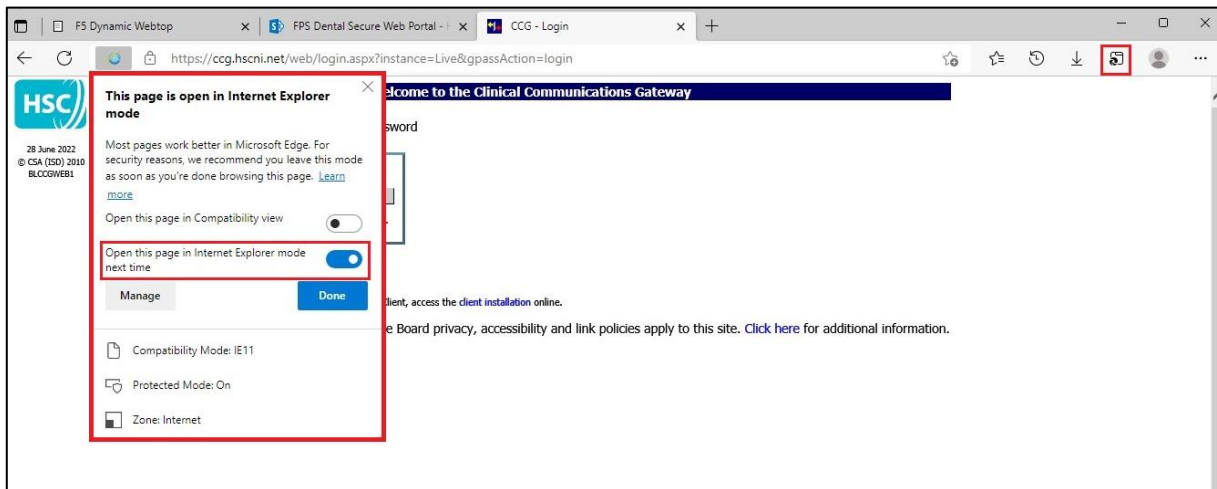
3. The application log in screen will be displayed



4. Click the **IE Mode** button on the main toolbar (top of the page)

5. Click the **toggle button** for “**Open this page in Internet Explorer Mode next time**”
a. The button will change colour indicating it is active.

6. Click **Done**



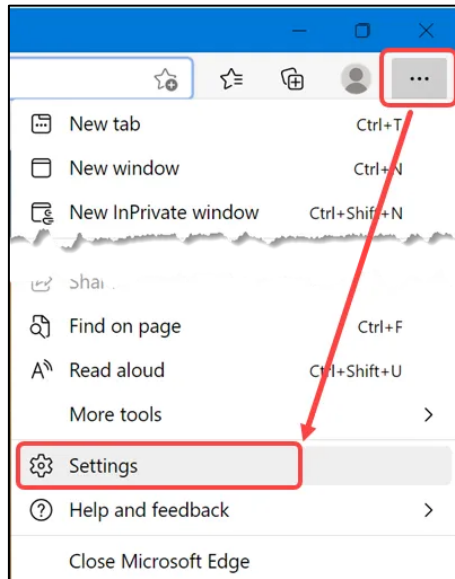
7. A confirmation message will be displayed to indicate the IE Mode setting is active



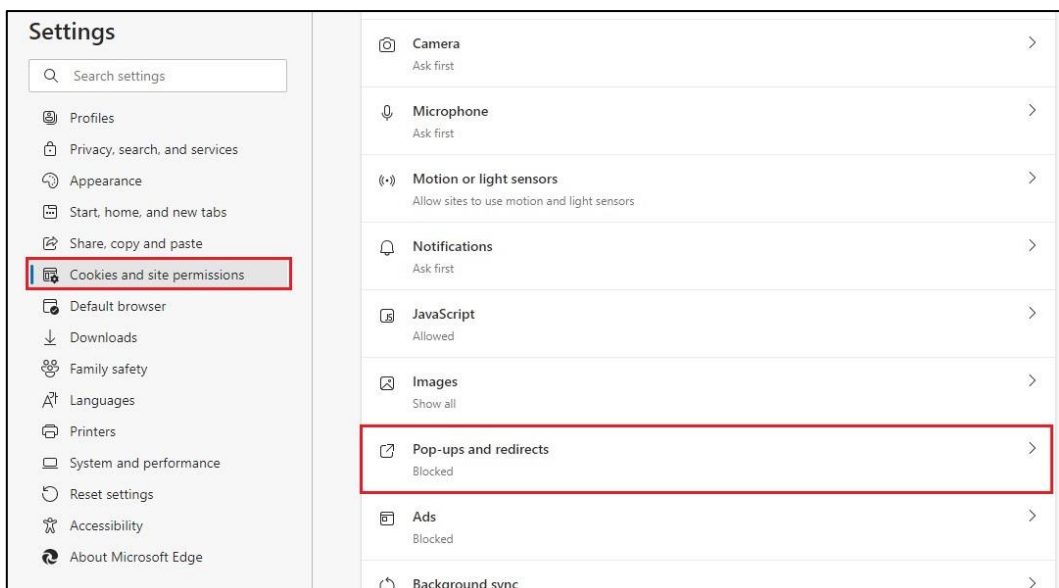
Step 5: Additional browser settings for CCG eReferral functionality.

Additional settings within the browser are required to ensure the functionality of the CCG application, specifically the file upload function used to attach images/documents to referrals.

1. Navigate to the **Settings** menu
 - a. (Click Alt + F on your keyboard or click the 3 dots at the top right-hand corner)



2. Open the **Settings** sub-menu
3. Navigate to the **Cookies and site permissions** section on the left-hand side menu
 - a. Note: You may need to maximise the window to display this correctly
4. Open the **Pop-ups and redirects** option



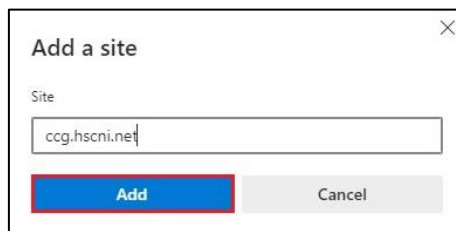
5. **Block & Add** sections will be displayed. Under the **Allow** tab, select **Add**



6. A pop-up will be displayed. Click / Tab into the field below Site.

7. Type in **ccg.hscni.net**

8. Click **Add**



9. The **Block & Allow screen** will be displayed showing the new setting configured and active.

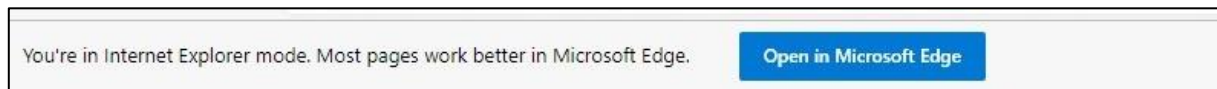


You can now close the settings menu and return to the main browser screen.

Important Notes:

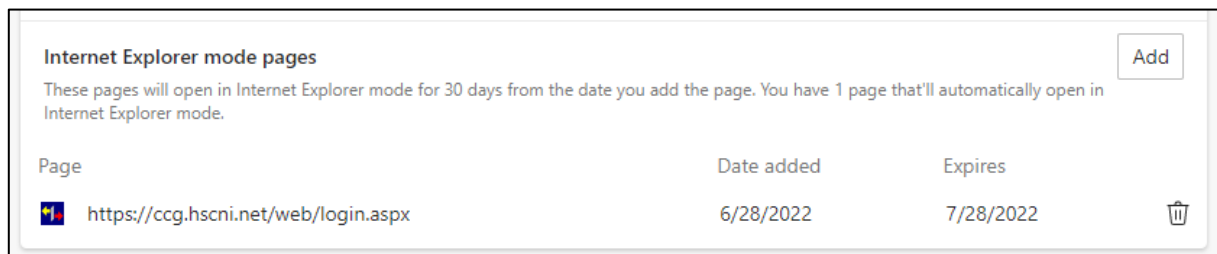
On a webpage open in IE Mode, should you require it to be opened in Edge with normal functionality.

Click the “**Open in Microsoft Edge**” button at the top of the page (Highlighted in blue).



This will not remove the global setting after the page is closed

The IE Mode setting within the Edge browser has a 30-day expiration cycle.



Once this deadline has been reached, the browser will automatically remove the IE Mode setting.

Contractors will have to repeat Steps 3 – 5 again.

--- End ---