MTR E-Tendering System

New Setup Guide (For Supplier) (Effective 19 August 2013)

E-Tendering System Website: <u>www.hkextender.com</u>

System Requirement (Effective 19 Aug 2013)

The system will only support the following operating systems.

- Windows XP
- Windows Vista
- Windows 7
- Windows 8

The system will only support the following Internet Browsers

- Internet Explorer 6
- Internet Explorer 7
- Internet Explorer 8
- Internet Explorer 9
- Internet Explorer 10

The system will only support the following Java Runtime Environment and will no longer support Microsoft Java Virtual Machine (MSJVM).

- Java SE 6 Runtime Environment (JRE) Update 32 or above (Java Plug-in 1.6.0_32)
- Java SE 7 Runtime Environment (JRE) Update 21 or above (Java Plug-in 1.7.0_21)

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Special notes in using the E-Tendering System

- Disable any anti-pop-up / block-pop-up function of commonly used toolbar. (e.g. ICQ toolbar, MSN/Hotmail toolbar, Yahoo toolbar, Google toolbar, etc.)
- Temporarily disable any Internet Firewall or security software if it will block the Java Applet. (e.g. Norton, McAfee, F-Secure, etc.)
- Turn off any Instant Messaging software which may affect the system. (e.g. MSN/Yahoo Messenger, QQ, ICQ, Skype, etc.)

Section 1. Find out which version of the Windows operating system and your PC is running the 32-bit or 64-bit version of Windows

The system only supports below operating systems:

- Windows XP
- Windows Vista
- Windows 7
- Windows 8

Finding out which version of Windows you're running can help you determine which features are required to set up on your computer. Here's how to check.

• Click the **Start** button, type **winder** in the search box, and then press Enter

Note

If the steps above don't work on your computer, you might be running a previous version of Windows. To check, click **Start**, click **Run**, type **winver**, and then press Enter.



- 1 Windows version
- Service pack number (if any)

This window displays the version and edition of Windows you're running. Each version of Windows comes in different editions with different features. This window also displays a service pack number if your version of Windows has been upgraded with a service pack.



- Windows version
- Service pack number (if any)

The About Windows window showing Windows XP Professional edition with Service Pack 3

Each version and edition of Windows also comes in a 32-bit or 64-bit version. The terms 32-bit and 64-bit refer to the way a computer's processor (also called a CPU), handles information. The 64-bit version of Windows handles large amounts of random access memory (RAM) more effectively than the 32-bit version. Follow the steps in the sections below to find out if your PC is running the 32-bit or 64-bit version of Windows and what edition of Windows is on your PC.

Computers running Windows XP

• Click Start, right-click My Computer, and then click Properties.

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- If "x64 Edition" is listed under **System**, you're running the 64-bit version of Windows XP.
- If you don't see "x64 Edition" listed under **System**, you're running the 32-bit version of Windows XP.

The edition of Windows XP you're running is displayed under **System** near the top of the window.

Computers running Windows Vista, Windows 7 or Windows 8

• Click the **Start** button, right-click **Computer**, and then click **Properties.**



- If "64-bit Operating System" is listed next to System type, you're running the 64-bit version of Windows Vista, Windows 7 or Windows 8.
- If "32-bit Operating System" is listed next to System type, you're running the 32-bit version of Windows Vista, Windows 7 or Windows 8.

The edition of Windows Vista, Windows 7 or Windows 8 you're running is displayed under Windows edition near the top of the window.

Section 2. Find out which version of Internet Explorer is using

The system only supports below Internet Browser:

- Internet Explorer 6
- Internet Explorer 7
- Internet Explorer 8
- Internet Explorer 9
- Internet Explorer 10

If you do not have Microsoft Internet Explorer, please visit following link to download and install Microsoft Internet Explorer.

http://windows.microsoft.com/en-US/internet-explorer/downloads/ie

Finding out which version of Internet Explorer you're using can help you determine which features are required to set up on your computer. Here's how to check.

- Open Internet Explorer by clicking the **Start** button, and then clicking **Internet Explorer**.
- Press ALT+H, and then click **About Internet Explorer**.



Section 3. Install and Configure Java SE 6 / 7 Runtime Environment (JRE)

The system supports Java SE 6 / 7 Runtime Environment (JRE). Follow the steps in sections below to install and configure JRE on your computer.

• You can download and install Java from the following links

http://www.java.com/en/

• Restart your PC after installation

Section 4. Configure your Internet Explorer

There are some differences on the system requirements between Microsoft Internet Explorer 6, 7, 8 and 9. Please refer to the below sections to proper set up your PC before interacting with the E-Tendering System.

Configure Microsoft Internet Explorer Pop-up Blocker Feature

The system use pop-up windows to display message. Internet Explorer Pop-up Blocker by default prevents most pop-up windows from appearing over Web pages when you are browsing the Internet. Follow the steps in the sections below to turn it off.

- Open Internet Explorer, click **Tools** on the menu bar.
- Select Internet Options.
- Click the **Privacy** tab, and then click to clear **Block pop-ups** to turn Pop-up Blocker off.

Note

If you don't work to turn Pop-up Blocker off, follow the steps below to add an exception in Pop-up Blocker Exceptions.

• Click on the **Privacy** tab and **Settings** button.

MTR E-Tendering System



- Type **www.hkextender.com** in the **Address of website to allow** line, and then click on the **Add** button.
- Click on the **Close** button.

Configure the Trusted Sites zone

You need to assign the E-Tendering system Web site to the Trusted Sites zone in order to download and upload files and data from the system or your computer. Follow the steps in the sections below to configure the Trusted Sites zone.

Computer using Internet Explorer 6, 7 and 8

- Click **Internet Options** on the **Tools** menu.
- On the Security tab, click the Trusted Sites zone under Select a Web content zone to specify its security settings, and then click Sites.

Internet Options
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
S V S S
Internet Local intranet Trusted sites Restricted sites
Trusted sites
This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.
Security level for this zone
Allowed levels for this zone: All
- Medium - - Prompts before downloading potentially unsafe content - - - - - - - - - - - - - -
Custom level Default level Reset all zones to default level
OK Cancel Apply

- Clear the **Require server verification (https:) for all sites in this zone** check box.
- Type http://www.hkextender.com in the Add this Web site to the zone box, and then click Add.
- Type **https://www.hkextender.com** in the Add this Web site to the zone box, and then click Add.
- Click **OK**, and then click **OK** again.

Trusted sites	×
You can add and remove websites from this zon this zone will use the zone's security settings.	ne. All websites in
A <u>d</u> d this website to the zone:	
	Add
Websites:	
http://www.hkextender.com https://www.hkextender.com	Remove
Require server verification (https:) for all sites in this	zone
	⊆lose

Computer using Internet Explorer 9 and 10

- Click **Internet Options** on the **gear** icon.
- On the Security tab, click the Trusted Sites zone under Select a Web content zone to specify its security settings, and then click Sites.

Internet Options
General Security Privacy Content Connections Programs Advanced
Select a zone to view or change security settings.
S S S S S S S S S S S S S S S S S S S
Internet Local intranet Trusted sites Restricted sites
Trusted sites This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.
Security level for this zone Allowed levels for this zone: All
Prompts before downloading potentially unsafe content Unsigned ActiveX controls will not be downloaded -
Custom level Default level Reset all zones to default level
OK Cancel Apply

• Clear the **Require server verification (https:) for all sites in this zone** check box.

- Type http://www.hkextender.com in the Add this Web site to the zone box, and then click Add.
- Type https://www.hkextender.com in the Add this Web site to the zone box, and then click Add.
- Click **OK**, and then click **OK** again.

Trusted sites	
You can add and remove websites from this zor this zone will use the zone's security settings.	ne. All websites in
A <u>d</u> d this website to the zone:	
	Add
Websites:	
http://www.hkextender.com https://www.hkextender.com	Remove
Require server verification (https:) for all sites in this	zone
	Close

Configure Internet Explorer Options

The E-Tendering system is changed to support Java SE 6 / 7 Runtime Environment (JRE). Follow the steps in sections below to change the options.

- Open Internet Explorer, click **Tools** on the menu.
- Click Internet Options
- Click the Advanced tab. If MSVM is installed in your browser, you will see a listing for Microsoft VM in the Internet Options menu. Clear the JIT compiler for virtual machine enabled (required restart) check box to disable.
- If Sun Java is installed in your browser, you will see a listing for Sun Java in the Internet Options menu. Check the Use JRE 1.X.0_XX for <applet> (required restart) check box to enable.

Internet Options 🛛 🔋 🗙
General Security Privacy Content Connections Programs Advanced
Settings
Use HTTP 1.1 through proxy connections International* Always show encoded addresses Send IDN server names Send IDN server names for Intranet addresses Send UTF-8 URLs Show Information Bar for encoded addresses Subset UTF-8 for mailto links Java (Sun) Use JRE 1.5.0_07 for <applet> (requires restart) Microsoft VM Java console enabled (requires restart) Java logging enabled JIT compiler for virtual machine enabled (requires restart) III compiler for virtual machine enabled (requires restart) Vertical Section 1000 (requires restart) Java logging enabled Vertical Section 1000 (requires restart) JIT compiler for virtual machine enabled (requires restart) Vertical Section 1000 (requires restart) JIT compiler for virtual machine enabled (requires restart)</applet>
*Takes effect after you restart Internet Explorer
Restore advanced settings
Reset Internet Explorer settings
Deletes all temporary files, disables browser Reset add-ons, and resets all the changed settings Reset You should only use this if your browser is in an unusable state.
OK Cancel Apply

• Click **OK** and restart Internet Explorer.

Manage Internet Explorer Add-ons Feature

The system only supports below Java SE 6 / 7 Runtime Environment (JRE) on computer using Internet Explorer 6, 7, 8, 9 and 10:

Computer using Internet Explorer 6

- Open Internet Explorer, click **Tools** on the menu.
- Click **Internet Options**.
- From the Internet Options window, click the **Programs** tab and select **Manage** Add-ons.
- Select **Show all add-ons**.
- From the Add-ons windows, click once to select (highlight) Java Plug-in 1.X.0_XX then click the Enable button to enable this add-on.
- If you have installed other version of Java Runtime Environment, you have to select (highlight) any non Java Plug-in 1.X.0_XX then click the Disable button to disable this add-on.

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Ja	iva(tm) Plug-In SSV Helper	Oracle America, Inc.	已停用			
ير ا	wa Plug-in 1.6.0_31	Oracle America, Inc.	已歋用			
يز	wa Plug-in 10.4.0	Oracle America, Inc.	已啟用			
is	Installed Class	Oracle America, Inc.	已啟用			
=. 無法	5使用					
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	Windows Live Writer 發佈至部落格(B)	每法使用	已愈用			

• Click **Close** and **OK** to accept the change

Computer using Internet Explorer 7, 8,9 and 10.

- Open Internet Explorer, click **Tools** on the menu.
- Click Manage Add-ons.
- From the Internet Options window, click the **Programs** tab and select **Manage** Add-ons.
- Select Show all add-ons.
- From the Add-ons windows, click once to select (highlight) **Java Plug-in 1.X.0_XX** then click the Enable button to enable this add-on.
- If you have installed other version of Java Runtime Environment, you have to select (highlight) any non Java Plug-in 1.X.0_XX then click the Disable button to disable this add-on.

管理附加元件 檢視及管理 Internet Explor	er 附加元件	-				— ×—
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• Click **Close** and **OK** to accept the change

Section 5. Change your Windows User Account Control (UAC) setting

Computer using Windows Vista

Follow the steps in sections below to change UAC setting.

- Click **Start**, and then click **Control Panel**.
- In Control Panel, click User Accounts.
- In the User Accounts window, click User Accounts.
- In the User Accounts tasks window, click **Turn User Account Control on or off**.
- If UAC is currently configured in Admin Approval Mode, the User Account Control message appears. Click Continue.
- Clear the Use User Account Control (UAC) to help protect your computer check box, and then click OK.



• Click **Restart Now** to apply the change.

Computer using Windows 7 and 8

Follow the steps in sections below to change UAC setting.

- Click **Start**, and then click **Control Panel**.
- In Control Panel, click User Accounts.
- In the User Accounts window, click User Accounts.
- In the User Accounts tasks window, click **Change User Account Control Settings**.
- In Change User Account Control Settings task window, set the control setting as Never notify

Alwa	ys notify	T
120	-	Never notify me when:
		 Programs try to install software or make changes to my computer
-	-	Imake changes to Windows settings
	-	Not recommended. Choose this only if you need to use programs that are not certified for Windows 7 because they do not support User Account Control.
Neve	er notify	

• Click **OK** and then click **Restart Now** to apply the change.

Last Update: July 2013