

Setting Up Laptop To Work Offline

tromozindinies	Using Internet Explorer	
Step 1	Step 2	Step 3
Image: State of the state	CalATERS sign in User ID: Password Sign In new user ? New User Registration trouble signing in? Help is here Work Offline Key User ID and Password. Click	File Edit View Sort Help New Open Print Status Profile Prep Help Click on your Profile to verify that the information is correct. Make any needed corrections. After corrections are made, click on File and Exit the Work Queue.
Step 4	Step 5	Your Save As screen may look different. Step 6
Precense Report Stablens - Marsuell Externet Explorer 101 /2 Prec Edit View Face to prove and control for the precenter of the prece	Re-open your Internet browser and access CalATERS again ignore the Sign In screen.	Save Web Page
Close the browser.	SAVE AS.	My Computer File name: Expense Report Solutions Save

Click on the appropriate field to save the web page to your Desktop, then click on the Save button

Western European (ISO)

Web Page, complete (*.htm;*.html)

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Cancel

y Network P.

Save as type:

Encoding:



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See Quick instructions titled **Working Offline**, available on the CalATERS website.

Step 9 Information

Close the browser. Go to the desktop.

A new icon will be added to the desktop. Click on this icon to created forms offline.