

CMSNet FAQ

1. How to determine if your PC has the Minimum CMS Configuration Requirements

Component	Minimum	Required for QIS Implementation Recommended for Other
Processor	Pentium Class (or equivalent) @ 1.2 GHz	Pentium Class (or equivalent) @ 2.0 GHz
Memory (RAM)	1 GB	4 GB
Available Disk Space	4 GB	10 GB on SATA 2 drive at 7200 RPM
Monitor	15" Color VGA SVGA for laptop or tablet	Desktop 19": Color Flat Panel ≥1024x768 screen resolution Flat Panel for laptop or tablet
Operating System*	Windows Vista – 32 bit	Windows 7 – 32 bit Windows 7 – 64 bit Windows 8 – 32 bit Windows 8 – 64 bit
Runtime Platform**	Windows .NET Framework 3.5	Windows .NET Framework 3.5
Network Interface Card*** (See CMS ARS security guidelines for acceptable wireless configurations)	Wired for network connectivity; and Wireless network cards must support WPA-2 level encryption	Wired for network connectivity; and Wireless network cards must support WPA-2 level encryption
Browser****	Internet Explorer v 9.0	Internet Explorer v 9.0 Internet Explorer v 10.0

* Please contact the QTSO help desk (888-477-7876) to obtain current information on the status of CMS software support for Windows 8 operating system.

Note: Operating systems need to be current with all Windows security updates.

** The .NET Runtime is integrated into Windows Vista, Windows 7 and Windows 8. A separate install is not necessary. Full installs of ASPEN 10.1.7 and later will automatically install the .NET Runtime when it is not already on the system.

***Beginning with ASPEN 10.1.7 (Fall 2014), ASPEN will not permit data transfers of any type on computer with an active wireless connection that is not WPA-2 compliant.

**** Microsoft has released a new version of its browser – Internet Explorer v 11.0. CMS systems will not be fully validated with this new browser during the period covered by this document. States considering implementing Internet Explorer v 11.0 should carefully evaluate CMS software with this browser before full-scale deployment. In some cases, Internet Explorer v 10.0 will need to operate in compatibility mode in order for the software to operate properly.

Please note that Internet Explorer v 9.0 may not be supported during the FY 2016.

2. How to determine if you have Administrative Rights to install software

- a) In order to install software, you must have PC administrative rights. To check, follow these directions.
- b) Click 1: **Right-Click** the My Computer Icon
Click 2: Select **Left-Click** "Properties"
Click 3: Select the "Computer Name" tab
- c) If the "Change" box is grayed out, you do not have administrative rights.
If you do not have admin rights – contact your PC support to assist with the install.

3. How to check your Internet Explorer Browser settings

- a) See **Step 1** above for the correct Browser version then continue.
- b) The following settings must be selected:
From the Microsoft Internet Explorer screen – select "Tools" then "Internet Options".
Select the "Security Tab".
Click the "INTERNET ZONE" ICON on the "General" tab.
The Security Level slider should be at least "Medium". This is generally default.

4. How to obtain a CMSNet User ID

- Go to the CMSNet Information page on QTSO <https://www.qtso.com/cmsnet.html>.
- Select the CMSNet Online Registration link.
- Complete the online registration.
- The CMSNet Help desk will provide you with your CMSNet User ID and password.

5. CMSNet: Network Restrictions

For security purposes, users will be unable to connect to their network files or printers while connected to CMS Systems through CMSNet. This may affect the way you perform file submissions or print reports. Also, IT support will not be able to connect to your workstation while your CMSNet connection is active.

- **Accessing files:** Any files ready for submissions will need to be saved to the local hard drive prior to connecting to CMSNet. Any exported files from your assessment collection software to a network location will need to be copied to your local hard drive prior to connecting to CMSNet.
- **Printing files:** You may print to your local printer.

Printing to a network printer may be done after you have disconnected from CMSNet. Prior to disconnecting you will need to save the report to your local computer.

- To save a document from inside the CASPER Reporting tool:
 - Right click on the link that lists the name of the report.
 - Once the menu appears, select Save Target As.
 - The Save As dialog box will now appear. A location must now be selected for saving your requested report. A simple location would be the Desktop, which you can find on the left hand side of the dialog box or from the Save in drop-down menu, which you can access by selecting the drop-down arrow and selecting Desktop from the menu.

6) How to disconnect from CMSNet

- To disconnect from CMSNet, select the “Sign Out” tab on the Juniper page and close the entire browser.