

Quick Tip: Open MAS/MPS Reports Without Losing Page

RF Report Center PI and AIR Dashboards

Within the Report Center Dashboards, users are having trouble opening Monthly Award/Project Summary Reports without losing their progress on the previous page. Here is a Quick Tip to help with this problem.

! This process is different for Firefox, Internet Explorer, and Google Chrome, so we will break it down browser by browser.

Firefox

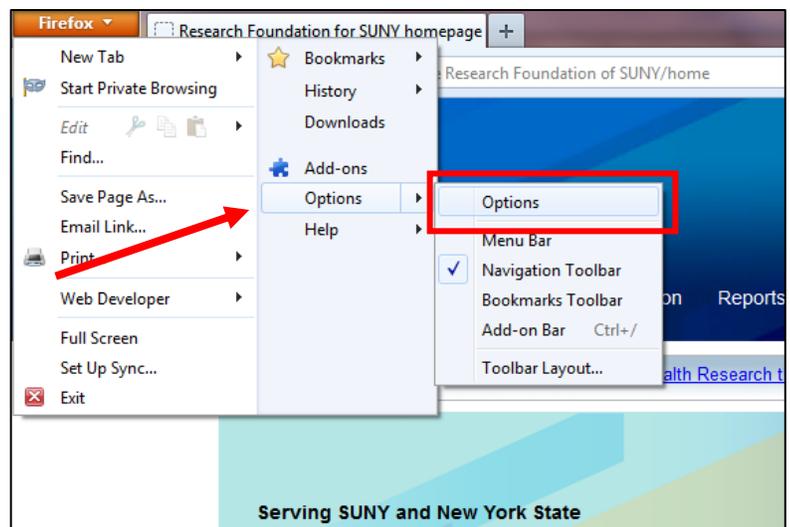
1

Open a new Firefox window and click the Firefox button in the top left corner.



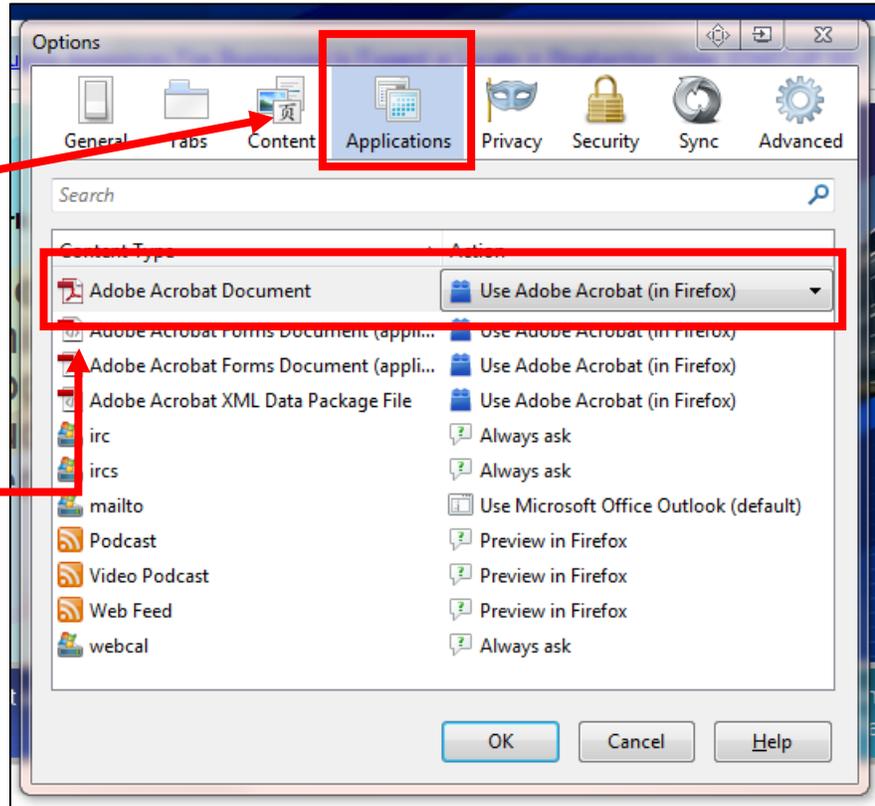
2

Choose "Options" then "Options" in the drop down menu.



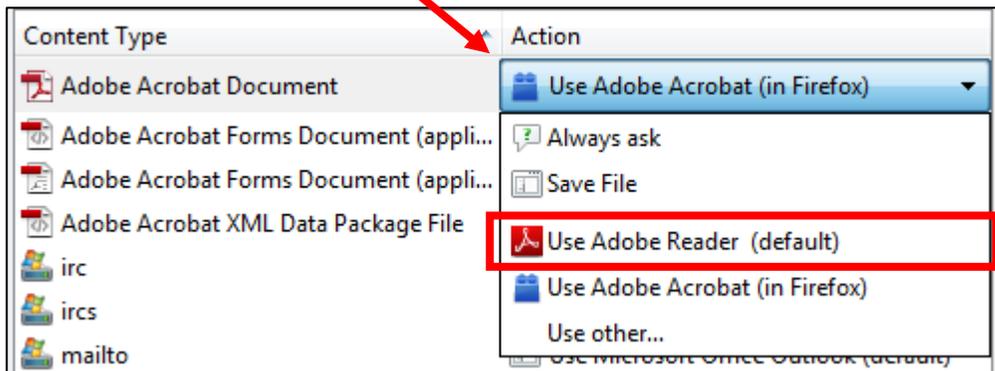
3

In the window that appears, choose the "Applications" tab.



4

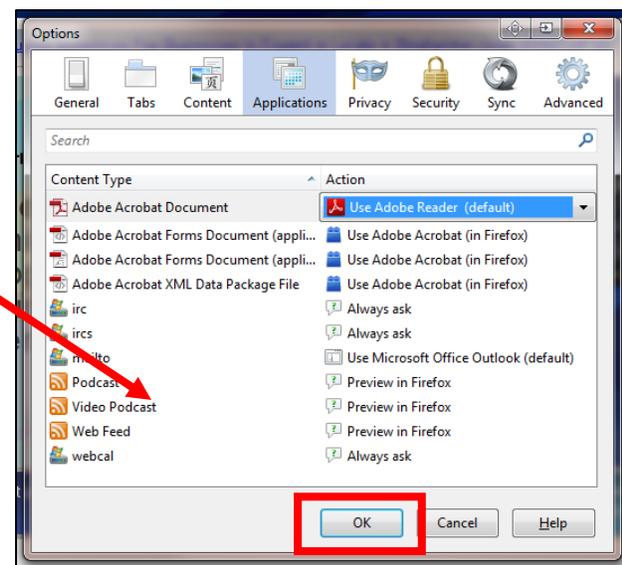
On the Applications screen, find "Adobe Acrobat Document." Under the "Action" column, click the pull down list and choose "Use Adobe Reader* Default."



*Note, this may not say "Adobe Reader." It could say "Adobe Acrobat," or whatever program opens PDFs by default on your computer.

5

Now click "Ok" at the bottom of the screen to save your changes.



That's it! Now any time you need to open a Monthly Award/Project Summary Report, it will save the file and open in a separate window. Continue reading for instructions in Internet Explorer and Google Chrome.