“Litmus Test” for BEN Financials Client Software Installation

After you’ve installed JInitiator and MarkView, use this test determine if the installation was successful.

1. Using Netscape, enter http://benapps.isc-seo.upenn.edu/ to go to the new BEN home page.

2. On the home page, click on BEN Financials. This takes you to the BEN Financials logon page.

3. On the logon page, enter LSP01 or LSPXP (Use LSPXP if you are installing the MarkView Client (4.2.7.4) for Windows XP/IE 6.0) in both the User Name and Password fields and then click Connect to go to the main menu.

4. On the main menu, click LSP Testing. This takes you to the “Functions” Page. If the bar at the bottom of the web application window is yellow, then there is a problem with your Jinitiator installation and/or Markview installation. Review the instructions at http://www.finance.upenn.edu/ben/benfin/desktop_reg/install-clients.shtml for the most updated installation instructions, and trouble shooting tips and techniques.

5. On the “Functions” page, select Invoice and click on the Open button. The “Find Invoices” form will appear.
6. On the “Find Invoices” form, enter **IN632** for the Invoice Number and click Find. This takes you to the “Invoice Detail” form that corresponds to the invoice number.
7. On the “Invoice Detail” form, click on the paper clip (Third icon from the right, when you mouse over it says “attachments”). This takes you to the MarkView logon screen. MarkView is the software that displays images on the screen.
8. On the MarkView logon screen, enter the same ID you used in step 3 into the User Name and Password fields and click OK. This will take you to an invoice.

9. If you see an invoice similar to the one shown here, you have successfully accessed both BEN Financials and Imaging, the applications for which JInitiator and MarkView are required. If you did not see the invoice, check your install of MarkView.

10. Right click on the image and select “File” -> “Direct Print.” You should receive the standard Print Dialog Box for you Operating System and Printer. Select “OK” to test printing the image.
11. Close the Markview window by clicking the “X” in the upper right corner of the browser window.

12. From the Application Window, select “File” -> “Print.” Respond to the standard dialog box for your printer and driver. If you have problems printing, or your printouts are unclear, try updating to the most recent versions of the printer drivers for your particular printer. Refer to “LSP Tips and Techniques” at http://www.finance.upenn.edu/ben/benfin/desktop_req/ for further helpful suggestions.
13. Exit the application by selecting “File” -> “Exit Oracle Applications,” or by clicking the “X” in the upper right corner of the screen.