# Steps to open CAIS/Inventory application in Microsoft Edge

#### 1. Open Microsoft Edge

Open Microsoft Edge from desktop as shown below :



#### 2. Open setting and more

On your right corner of the browser click 'settings and more'.

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	٩			<b>\$</b> ③					
		Google Search	I'm Feeling Lucky						
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#### 3. Go to setting

Then select 'setting' from the list as shown below :

				New tab	Ctrl+T
crosoft Bing	Q google	\$ E (	6	New window	Ctrl+N
		-		New InPrivate window	Ctrl+Shift+N
	Q SEARCH S CHAT IMAGES VIDEOS MAPS NEWS MORE	TOOLS		Zoom —	100% + 🖉
	Promoted by Microsoft				Ctrl+Shift+O
	The approx have	0 0		History	Ctrl+H
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	G Google			🛱 Apps	E
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	Web Search the world's information, including webpages, images, videos and more. Goog	e has	American te	Extensions     Extensions     Extensions     Extension     Exten	
	many special features to help you find exactly what you're looking for.			Browser essentials	
	Gmail		Google LLC	Print	Ctrl+P
	Gmail - Google		advertising,	🚱 Web capture	Ctrl+Shift+S
	Search		computer s	S Find on page	Ctrl+F
	Search the world's information, including webpages, images, v		11/2	Reload in Internet Explorer mode	
	Maps		W Wikipedia	More tools	•
	Maps - Google		- (	🕄 Settings	
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	News - Google		Off	Close Microsoft Edge	

#### 4. Go to Default Browser

Then select 'Default Browser' from the setting list as shown below :



## 5. Go to Internet Explorer compatibility

In Internet Explorer compatibility select 'allow' and add pages link as shown below :

#### a. Select Allow in allow sites

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Settings	Default browser	'https://payroll.nea.org.np/fo	rms/frmservlet' remo	ved ×		
Q Search settings	Microsoft Edge is your default browser		Mak	e default		
Profiles						
Privacy, search, and services						
Appearance	Internet Explorer compatibility					
🔲 Sidebar	Allow sites to be releaded in Internet Funder	er mede (IE mede)	Allo	N V		
Start, home, and new tabs	When browsing in Microsoft Edge, if a site requires Ir	er mode (IE mode) 🕖 nternet Explorer for compatibility, you can choose to reload i	t in Internet Kok Alla	-		
😰 Share, copy and paste		1 10 1404	Dof	w		
Cookies and site permissions	Internet Explorer mode pages		Dor	sun		
Default browser	These pages will open in Internet Explorer mode for a mode list yet.	30 days from the date you add the page. No pages have bee	n added to the Ir	t dilow		
<u>↓</u> Downloads	Internet Ontions			r?	1	
🛞 Family safety	Internet options					
A <sup>lt</sup> Languages						
Printers						
System and performance						
C Reset settings						
Phone and other devices						
🕷 Accessibility						

## b. Click Add



## c. Copy and paste the following links one by one

https://payroll.nea.org.np/forms/frmservlet

https://accounts.nea.org.np/reports/rwservlet

http://202.70.79.61:8888/reports/rwservlet

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Settings Q Search settings	Default browser Microsoft Edge is your default browser			
<ul> <li>Profiles</li> <li>Privacy, search, and services</li> <li>Appearance</li> </ul>	Internet Explorer compatibility			
Sidebar  Start, home, and new tabs  Share, copy and paste  Cockies and site permissions	Allow sites When browse Enter a URL: Internet Exc	a can choose to reload it in Internet Explorer mode		
Default browser     Downloads     Family safety	These pages a mode list yet. Internet Op	rge. No pages have been added to the Internet Explorer		
A <sup>T</sup> Languages Printers System and performance				
<ul> <li>Reset settings</li> <li>Phone and other devices</li> <li>Accessibility</li> </ul>				
About Microsoft Edge		<u>ግ</u> 700 · · በ 🗆 ላህ	3:03 PM	

## 6. To open and use CAIS or Inventory

#### a. For CAIS

Copy and paste the following link in url

https://payroll.nea.org.np/forms/frmservlet?config=cais&separateFrame=true

#### **b.** For Inventory

Copy and paste the following link in url

https://payroll.nea.org.np/forms/frmservlet?config=inventoryweb&separateFrame=true

### Note :-

If Report is not displayed. Please remove popup blocker from the url as shown below : -

