

IBPS and HTML attachments

Here is a tid-bit to assist you in opening, printing a document in the HTML format in IBPS and return to IBPS without having to X out of the system.

We encourage IBPS users to save documents in RTF format (Rich Text Format) for incorporation into IBPS.

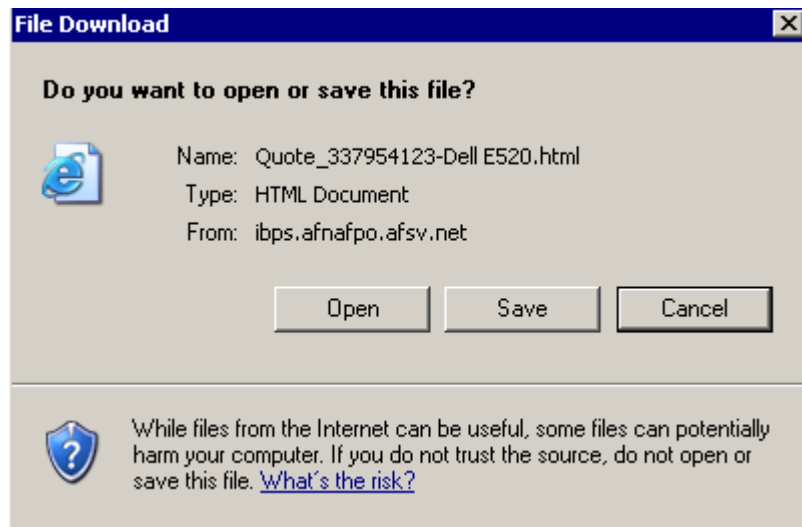
You may attach **html** documents, however when you open them, you are unable to return to IBPS without X ing out of IBPS. This then requires someone to reset your IBPS account.

Once the HTML document is attached and you want to view it, select the link

| | Item# | Item | Qty. | Unit |
|--------------------------|--------|--|------|------|
| | 0001 | Dell Dimension E520 | 3 | EA |
| <input type="checkbox"/> | ATCH01 | Quote_337954123-Dell E520.html (25 KB) | | |

You will be prompted to: OPEN, SAVE or CANCEL

Select the desired option



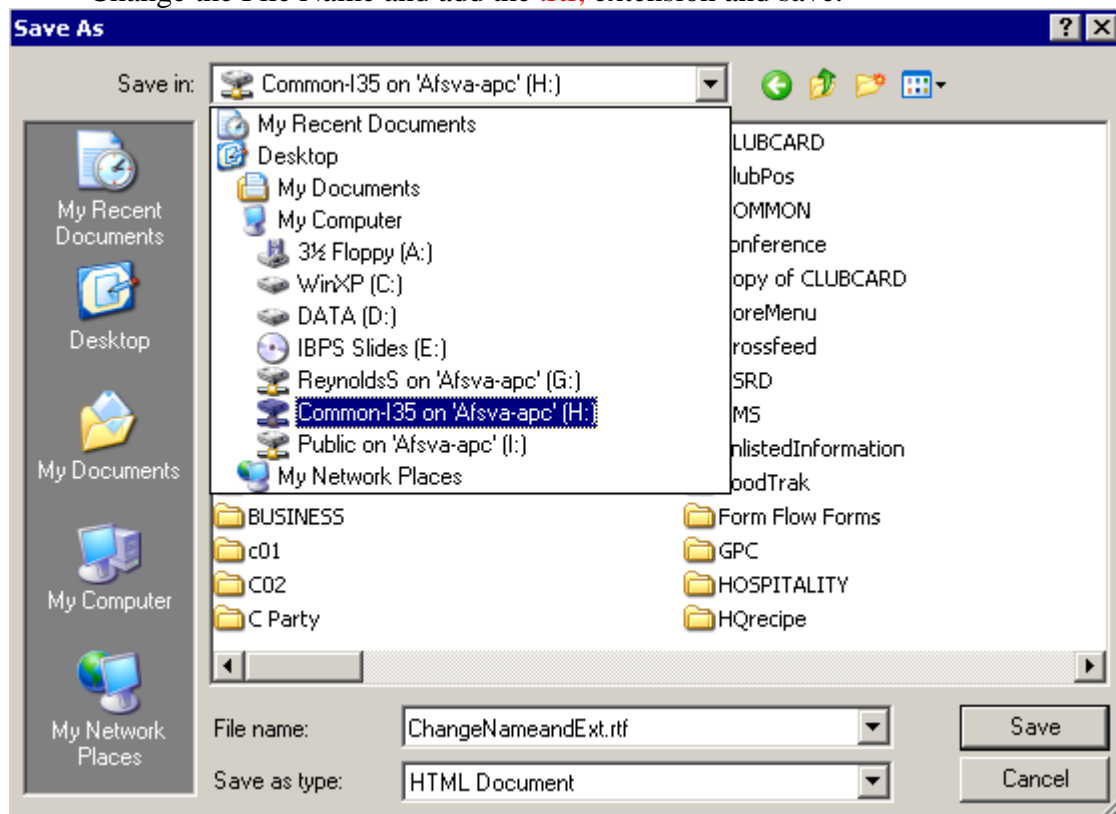
OPEN: Allows you to view the document. Select CTRL+P to print the document

You are locked into the document and have two ways to get back to IBPS.

1. Select the ALT + LEFT Arrow key will take you back to IBPS – [recommended](#)
2. Selecting the X at the upper right hand corner of your PC will cause the entire IBPS program to close out and require an IBPS Manager to reset the logged in users account. **DO NOT use this option.**

SAVE: Allows you to save the document to your selected location.

Change the File Name and add the **.rtf**, extension and save.



You will receive a download complete pop-up. Select Open to view the document. MS Word will open. Closing the document at this stage DOES NOT affect IBPS. Your IBPS session remain uninterrupted.