

# **Riskmaster** Accélerator

# Mail Merge functioning without ActiveX for Chrome, Firefox and IE

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### Overview

Since the 'Mail Merge' functionality is browser independent, users don't need to enable Active X setting or Install Silverlight for Internet Explorer, Mozilla Firefox and Chrome to create word templates, merge letters or edit documents. Now, Mail Merge uses Custom URL Protocol handler.

### **Document Scope**

This document walks you through the steps required to install and setup in Mozilla Firefox, Chrome and Internet Explorer browsers for using the RISKMASTER Mail Merge feature.

### Mail Merge Installation Steps

The below mentioned steps are required on each client machine and should be performed once RISKMASTER Accelerator (RMA) 17.1 is installed. To install/upgrade RISKMASTER please refer to the appropriate rmA document on www.riskmaster.com.

### Mail Merge functioning without ActiveX – in Mozilla Firefox

### Note:

• For running Mail Merge App in Mozilla Firefox, you need to install the plugin from the below link-

https://addons.mozilla.org/en-us/firefox/addon/fxclickonce/

(Copy the URL in Mozilla Firefox Browser to install the Plugin)

• If mail merge is not opening in office 365 or word 2016, first you need to repair Office 365 installation in control panel and then go ahead.

### **Description of the screen:**

1. Run the link on the Mozilla Firefox Browser. The below window opens.

6	Register Add-ons Ktensions themes collections more	er-or Login	Other Applications     MOZILLa       Q     search for add-ons
*	FxClickOnce OLI-Laigned Laigned REQUIRES RESTART by <u>Rushyo</u> Adds minimal, non-intrusive support for Microsoft ClickOnce to F Add to Firefox	irefox	★★★★ <u>8 user reviews</u> 17,555 users
	Enjoy this add-on? The <u>developer of this add-on</u> asks that you show your support by making a small contribution to <u>Electronic Frontier Foundation</u> .	Con \$2.5	<b>tribute</b> 99 suggested

2. Click on "Add to Firefox".

å	addons.mozilla.org This site would like to install a FxClickOnce Learn more	in add-on in Firefox:	Register or
	<b>*</b>	CTIONS         Install         FxClickOnce         01.1-signed.1-signed         by Rushyo         Adds minimal, non-intrusive s         + Add to Firefox	MORE REQUIRES RESTART upport for Microsoft ClickOnce to Firefox
		Enjoy this add-on? The <u>developer of this add-on</u> asks tha small contribution to <u>Electronic Front</u>	t you show your support by making a ler Foundation.



3. You get "FxClickOnce" installed in your system.

🌱 Inbox (516) - a	RISKMASTER Datab	🖽 [RMA-27096] P	🚾 Issue navigator	GGG [RMA-29617]	😅 RISKMASTER A	🚾 rmA16.2	Outlo 🥀 FxClickOnc.	🗙 😽 Add-ons Mi
👌 🛈 🔒 Mozilla	Foundation (US) https:/	//addons. <b>mozilla.org</b> /en-	us/firefox/addon/fxclick	once/		C C	C Search	
add FxC	ons.mozilla.org lickOnce will be installed	after you restart Firefox.	×		Register	or Login	Other Applications	mozilla
0.0		<u>R</u> estart Now	INS				<b>Q</b> search for add-ons	÷
		XTENSIONS THEME	S COLLECTIONS N	IORE				
	<u> </u>	FxClickOnc	C 0.1.1-signed.1-signed	REQUIRES RESTART			★★★ <u>8 user 1</u> 17,555	★ <u>reviews</u> users
		Adds minimal,	non-intrusive sup	oport for Microso	t ClickOnce to Fire	efox		
		+ Add to Fire						
	An	Enjoy this add-	on?			👻 Contr	ibute	
	1964	The <u>developer of the</u> small contribution	<u>nis add-on</u> asks that y to <u>Electronic Frontier</u>	ou show your support Foundation.	by making a	\$2.99		

4. Once the Launch Word is clicked it will invoke the custom handler and launch the Mail Merge application.



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5. You need to click "ClickOnce Install" button.



6. The application starts to launch.





7. Click on the "Install" button to install the application.



8. Wait for "RMA - Mail Merge Application" to install.

99%) Ins	talling RMA - Mail Merge Application	
Installin This duri	19 RMA - Mail Merge Application may take several minutes. You can use your computer to do o ng the installation.	other tasks
	Name: RMA - Mail Merge Application	
	From: 20.201.44.150	
	Downloading: 1.02 MB of 1.03 MB	
		Cancel



9. The "Word Mail Merge" window opens.

🖶 🔊 - 🗇 -	mmt1211112213.doc	x - Word		Ravi, Arun	Ŧ	10701		×
File Home Insert Design Layout	References Mailings	Review	View	♀ Tell me			R₁ s⊦	are
Envelopes Labels Create Labels Lab	Highlight Merge Fields Write & Insert Fi	ne the sector of	Results	Find Rec	ipient or Errors	Fi Fi	nish & Aerge ▼ Finish	~
«Claim_Date» «Claim_Number»								
Page 1 of 1 2 words 🛱				- 15	e	-	+ 1	00%

10. Click "Finish".



### Mail Merge Functioning



11. Completion message appears on the screen. Click "OK".



12. In case an error message displayed on the screen, "You cannot start application RMA - Mail Merge Application from this location because it is already installed from a different location" then uninstall RMA - Mail Merge Application from Program and features in Control Panel.





13. Click on "Window Start Icon" and select "Control Panel".





### 14. Select "Programs".



	Uninstall or change a program				
View installed updates Turn Windows features on or	To uninstall a program, select it from the list and t	hen click Uninstall, Change, or Repair.			
off	Organize 🔻				
Install a program from the network	Name	Publisher	Installed On	Size	Version
	CSC-ENG-AmerCSCi7AgentPatch1-22-GBL-R2  CSC-ENG-SetMailtoLotusNotes-1.0-GBL-R1  Notepad++  WSUS Client Configuration Tool  Adde DBC Creation Add On X	Adda Sudana	6/4/2016 5/1/2016 6/2/2016 4/8/2016 6/2/2016	270 MP	1.0 6.3
	Adobe AIR	Adobe Systems Incorporated	6/2/2016	270 1010	3 1 0 4880
	i Adobe Help Manager	Adobe Systems Incorporated	6/2/2016		4.0.244
	Adobe RoboHeln 10	Adobe Systems Incorporated	6/2/2016	579 MB	10
	Adobe Flash Player 22 ActiveX	Adobe Systems Incorporated	8/4/2016	18.6 MB	22.0.0.210
	Adobe Flash Player 22 NPAPI	Adobe Systems Incorporated	8/4/2016	19.1 MB	22.0.0.209
	Adobe Acrobat Reader DC	Adobe Systems Incorporated	8/4/2016	201 MB	15.017.20053
	a Amazon Assistant	Amazon	8/1/2016		2.3.4
	Scscmarimba	BMC Software, Inc	4/7/2016	187 MB	8.2.02.001b
	Second Strike Falcon Sensor	CrowdStrike Inc. July 2015	6/7/2016	1.03 MB	2.0.8.2821
	CSC-ENG-IE8Updates-1.0-GBL-R6	CSC	5/2/2016		
	CSC-ENG-IETrustedSites-1.0-GBL-R5	CSC	5/2/2016		
	CSC-ENG-IETrustedSites-1.0-GBL-R6	CSC	6/6/2016		
	Free Video Cutter Joiner 10.4	DVDVideoMedia, Inc.	9/19/2016	18.0 MB	10.4
	BIG-IP Edge Client Components (All Users)	F5 Networks, Inc.	11/17/2013		70.2012.0125.0018
	BIG-IP Edge Client	F5 Networks, Inc.	11/16/2013	7.45 MB	70.2012.0125.0016
	G Foxit PhantomPDF Business	Foxit Software Inc.	8/11/2016	448 MB	8.0.2.805
	📀 Google Chrome	Google Inc.	5/9/2016		53.0.2785.116
	SAFE Servlet	Guidance Software	6/7/2016	4.11 MB	6.19.1
	SronFiles	https://www.www.sprinafile.biz	6/22/2016		29.16.25

### 15.Search for "RMA - Mail Merge Application".

16. Select the "RMA - Mail Merge Application" and uninstall it.



# Mail Merge functioning without ActiveX – in Chrome

### Note:

• For running Mail Merge App in Chrome, you need to install the plugin from the below link-

### https://chrome.google.com/webstore/detail/meta4clickoncelauncher/jkncabbipkgbconhaajbapbhokpbgkdc ?hl=en

(Copy the URL in Google Chrome Browser to install the Plugin)

- No need to turn ON the Mail Merge settings for Chrome.
- If mail merge is not opening in office 365 or word 2016, first you need to repair Office 365 installation in control panel and then go ahead.

### **Description of the screen:**

1. Run the link on the Chrome Browser. The below window opens. Click 'Add to Chrome' placed on the right corner of the screen.

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2. The below screen opens. Click 'Add Extension' in the Pop-up window.



3. The below screen opens. Select "Run" to Install Meta4 ClickOncelauncher.



4. The below message appears on the screen. Click "OK".

One-time installation steps	
itep 1 Dick on the m4clickoncehelper.exe below the flashing arrow to launch the helper Aeta4 ClickOnce Launcher extension.	r for the Click on "Run" to run the helper installer:
( m4clickoncehelper.exe	Open File - Security Warning
ote: If Chrome is configured not to ask where to save each file before download arning can appear. It is safe to accept the download.	Ing, a prior Do you want to run this file?
This type of file can harm your computer. Do you     want to keep m4clickoncehelper.exe anyway?     Keep Dis	The helper for the Meta4 ClickOnce Launcher extension was installed successfully
tep 3 message will be shown when the helper for the Meta4 ClickOnce Launcher ext accessfully installed. Then, you can close this page.	ОК
Ininstall information	Venie ries from the internet can be useru, this fire type can potentially harm your computer. Only run software from publishers you trust. <u>What is the risk?</u>

5. Once the Launch Word is selected it will invoke the application and RMA - Mail Merge Application will be launched.

Document Diaries Funds Maintenance My Work Policy Reports Search Security User Documents Utilities Help
User Documents => Word Merge Setup
Miscellaneous Administration
Edit Merge Letter:
Create Merge Letter (4/4)
You can now complete creating the Word merge template document:
<ul> <li>You must click "Click Once Install" button if your web browser prompts you.</li> <li>You must click "Install" button if your web browser prompts you with Application Install - Security warning.</li> <li>Word will open a new template document. You may insert text; merge fields; ASK or FILLIN fields; etc.</li> <li>Save and close the document. Do not change the document file name.</li> <li>click the "Finish" button in the pop-up to store the template in RISKMASTER Accelerator.</li> </ul>
Back Cancel

6. The application starts to launch.



7. Click on the "Install" button to install the application.



8. Wait for "RMA - Mail Merge Application" to install.

(99%) Ins	talling RM	/A - Mail Merge Application	
<b>Installir</b> This duri	ng RMA - may tak ng the in	Mail Merge Application e several minutes. You can use your computer to do other ta stallation.	sks
	Name:	RMA - Mail Merge Application	
	From:	20.201.44.150	
	Downlo	ading: 1.02 MB of 1.03 MB	
			<u>C</u> ancel

9. The "Word Mail Merge" window opens.

⊟ 5• া <del>-</del>	mmt1211112213.docx - Word	Ravi, Arun 🛅 — 🗆 🗙
File Home Insert Design Layout	References Mailings Review	View Q Tell me 🛛 🗛 Share
Envelopes Labels Create	Highlight Merge Fields Higk Write & Insert Fields	<ul> <li>✓ ● Find Recipient</li> <li>Preview</li> <li>Results</li> <li>Preview Results</li> <li>Preview Results</li> </ul>
«Claim_Date» «Claim_Number»		
Page 1 of 1 2 words		🗐 📄 💀 – 📕 – + 100%

### 10. Click "Finish".

#### Mail Merge functioning without ActiveX



11. Completion message appears on the screen. Click "OK".

Mail Merg	e Application
i	Merge Letter Creation Complete. RISKMASTER Accelerator has successfully stored your changes.
	ОК

12. In case an error message displayed on the screen, "You cannot start application RMA-Mail Merge Application from this location because it is already installed from a different location" then uninstall RMA - Mail Merge Application from Program and features in Control Panel.



13. Click on "Window Start Icon" and select "Control Panel".



#### 14. Select "Programs".



### 15.Search for "RMA - Mail Merge Application".

Control Panel Home	Uninstall or change a program					
View installed updates	To uninstall a program, select it from the list and t	hen click Uninstall, Change, or Repair.				
Turn Windows features on or off						
Install a program from the	organize - A and appropriate instance in a second s					
network	Name	Publisher	Installed On	Size	Version	
	CSC-ENG-AmerCSCi7AgentPatch1-22-GBL-R2		6/4/2016			
	CSC-ENG-SetMailtoLotusNotes-1.0-GBL-R1		5/1/2016		1.0	
	Notepad++		6/2/2016		6.3	
	WSUS Client Configuration Tool		4/8/2016			
	Adobe PDF Creation Add-On X	Adobe Systems	6/2/2016	270 MB	10.0.0	
	Adobe AIR	Adobe Systems Incorporated	6/2/2016		3.1.0.4880	
	i Adobe Help Manager	Adobe Systems Incorporated	6/2/2016		4.0.244	
	📾 Adobe RoboHelp 10	Adobe Systems Incorporated	6/2/2016	579 MB	10	
	Adobe Flash Player 22 ActiveX	Adobe Systems Incorporated	8/4/2016	18.6 MB	22.0.0.210	
	Adobe Flash Player 22 NPAPI	Adobe Systems Incorporated	8/4/2016	19.1 MB	22.0.0.209	
	😕 Adobe Acrobat Reader DC	Adobe Systems Incorporated	8/4/2016	201 MB	15.017.20053	
	a Amazon Assistant	Amazon	8/1/2016		2.3.4	
	🖉 cscmarimba	BMC Software, Inc	4/7/2016	187 MB	8.2.02.001b	
	🛰 CrowdStrike Falcon Sensor	CrowdStrike Inc. July 2015	6/7/2016	1.03 MB	2.0.8.2821	
	CSC-ENG-IE8Updates-1.0-GBL-R6	CSC	5/2/2016			
	CSC-ENG-IETrustedSites-1.0-GBL-R5	CSC	5/2/2016			
	CSC-ENG-IETrustedSites-1.0-GBL-R6	CSC	6/6/2016			
	Free Video Cutter Joiner 10.4	DVDVideoMedia, Inc.	9/19/2016	18.0 MB	10.4	
	BIG-IP Edge Client Components (All Users)	F5 Networks, Inc.	11/17/2013		70.2012.0125.0018	
	BIG-IP Edge Client	F5 Networks, Inc.	11/16/2013	7.45 MB	70.2012.0125.0016	
	G Foxit PhantomPDF Business	Foxit Software Inc.	8/11/2016	448 MB	8.0.2.805	
	📀 Google Chrome	Google Inc.	5/9/2016		53.0.2785.116	
	SAFE Servlet	Guidance Software	6/7/2016	4.11 MB	6.19.1	
	SronFiles	https://www.www.sprinafile.biz	6/22/2016		29.16.25	

16. Now, uninstall the "RMA - Mail Merge Application".



### Mail Merge functioning without ActiveX – in Internet Explorer

Unlike Chrome/ Firefox, IE browser doesn't need any Extension/Plug like 'ClickOnce' for running Mail Merge App. Follow the steps mentioned above for Chrome/Firefox browsers and you will be able to use Mail Merge functionality without ActiveX.

### For launching the application via SSL/https

1. Open the Internet Explorer as administrator. Launch the URL. Click, "Continue to this website(not recommended)".



2. Click "Certificate Error" and select "Viewcertificates".

SCSC Authentication Service - Windows Internet Explorer			
C	erUI/UI/Home/Login.aspx?Ret 💽 😵 Certificate Error	😽 🗙 🔎 Bing	P -
Favorites CSC Authentication Service  CSC RISKMASTER A	We recommend that you close this webgage. About certificate errors  View certificates  View certificates	Username: Password:	Safety • Tgols • 🕢 • *
Done		Internet   Protected Mode: Off	🖌 🔹 🔍 100% 🔹

3. Click "Install Certificate" in "General" tab.

Certificate
General Details Certification Path
Certificate Information
This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store.
Issued to: CSCAPPNOI053.asiapac.globalcsc.net
Issued by: CSCAPPNOI053.asiapac.globalcsc.net
Valid from 5/ 30/ 2016 to 5/ 30/ 2017
Install Certificate Issuer Statement
OK

4. click "Next" in Welcome to Certificate Importwizard.



5. Choose "Place all certificates in the following store".

rtificate Iı	mport Wizard
Certificate	2 Store
Certifi	cate stores are system areas where certificates are kept.
Windo the ce	ws can automatically select a certificate store, or you can specify a location for rtificate.
C	Automatically select the certificate store based on the type of certificate
œ	Place all certificates in the following store
	Certificate store:
	Browse
Learn more	about certificate stores
20011111010	
	< <u>B</u> ack <u>N</u> ext > Cancel

6. Click "Browse" and choose, "Local Computer" under "Trusted Root Certification Authorities".

Select	ertificate : the <u>c</u> ertificat	Store :e store you wan	t to use.
	Trusted R Regist Cocal Smart Enterprise Iotermedi	oot Certification try Computer Card a Trust ate Certification	Authorities
. <b>™</b> 2µ	ow prysical s	OK	Cancel

rtificate I	nport Wizard
Certificate	e Store
Certifi	cate stores are system areas where certificates are kept.
Windo the ce	ws can automatically select a certificate store, or you can specify a location for rtificate.
С	Automatically select the certificate store based on the type of certificate
œ	Place all certificates in the following store
	Certificate store:
	Trusted Root Certification Authorities\Local Computer
Learn more	about <u>certificate stores</u>
	<u> </u>

7. Click "Finish".

	Completing the Certificate Import			
	Wizard			
	The certificate will be imported after you click Finish.			
S.	You have specified the following settings:			
	Certificate Store Selected by User	Trusted Root Certifica		
	Content			
	1	I FI		
	< Back E	inish Cancel		



8. Close and relaunch the Internet Explorer/Any browser.

### .Net Framework Compatibility / Support

Mail Merge without Active X and Silverlight plugin will work in .net Framework versions (3.5, 4.5, 4.6, 4.6.1)