IOL Web - What you need to know

What do I need to use IOL Web?
A Citrix client is no longer needed. Iroquois currently supports **IE Version 10 and Firefox ESR, version 24**. If you are using IE Version 9 or lower, we recommend you download and install the free version of Firefox ESR. Click or copy and paste this link in your browser to download Firefox ESR. http://www.mozilla.org/en-US/firefox/organizations/all/

How do I log in to IOL Web?
You can use your existing IOL credentials (username and password). You will still use the Customer Activities button from www.iroquois.com and the existing Log in button.

How do I change my password in IOL Web?
The change password function has been moved into the application under the File menu. You must enter your current password and then the new password. If you forgot your password, then you should call Jenn Erickson at 203.944.7045 to reset it. Your password must be a minimum of 6 characters and contain three of the following: an uppercase and a lowercase letter and a number or special character. You will receive an e-mail once you change your password.

Can screens be resized in IOL Web?
Yes, IOL Web will have a flexible screen size.

How do I view multiple screens in IOL Web?
IOL Web is built to use a tab view. When you open more than one screen, tabs will appear across the top so you can easily maneuver from one screen to another.

When does IOL Web Timeout?
IOL Web will timeout after 10 hours of inactivity. You will receive a message that says, "Session Expired! Your session has expired due to inactivity. Please login again."

How do I collapse the menu?
At the top of the menu structure, if you click "<<", the menu will collapse giving you increased screen view. To re-expand the menu, click ">>" at the top left of the screen.

Has the menu navigation changed?
The menu is in the same order. To open a screen, only a single click on the menu item is needed (a double click is no longer needed).

What are the recommended margin settings for printed reports in IOL Web?
IOL Web's printed reports are built to work with the default margin settings which are 0.75" for IE Version 10, and 0.5" for Firefox ESR.

How do I save a screen to PDF, MS Excel, CSV or TXT from IOL Web?
IOL Web has made considerable improvements to the Save As function. You can save your data to MS Excel, PDF, TXT and CSV formats. You must retrieve the data first. Once you press Save As, select the format and you will have the option to open or save the file to your computer.

How do I print from IOL Web?
We made significant improvements to the print function. Please retrieve the data and press the print button, a print dialog box will open. Most reports will print in Portrait mode. Please note that when you print the following screens, Nominations, Scheduled Quantity, NAESB invoice and Invoice Backup Report, you will receive an alert that tells you to switch your printer to Landscape mode.