

September 16, 2005



## Testing HSPnet in your Computer and Network Environment

### Summary:

This document guides you through a test of HSPnet within your computer or network environment. Specifically, you will test your computer setup to ensure it allows you to send email from HSPnet, and to open a PDF file for printing or delivery as an email attachment.

### Testing HSPnet Email and Adobe in your Computer and Network Environment

To conduct a test of HSPnet within your computer and network environment, please perform the following:

1. Visit our test site -- <https://hspnet.bcit.ca/HSPnetDev/Default.asp>
2. Login with **user ID = testubc** and **password = pass2005**
3. In the left navigation, choose **Reporting**, then **Queue**.
4. Find a report entitled "Staff List" and click its preview icon  -- this should open the report as a PDF file in a new Adobe Reader window. From the Adobe Reader window, you should be able to:
  - save the PDF on a local or network drive;
  - print it locally; AND
  - send as an email attachment, by clicking the Adobe email icon or by using "File / Send" with the option of sending as an email attachment (NOT as a link).
5. Close the Adobe window to return to HSPnet. Click the email icon  -- this should open a new email message with an embedded link to a PDF file. Enter your own email address as recipient and send the email for testing. When you receive the message later in your regular email inbox, try clicking the embedded link. This should open the PDF file in Adobe Reader. If the link doesn't activate your browser, you may need to copy the entire URL of the link from the email message into your browser address field.

Please contact us if there are any problems with the test:

HSPnet Help Desk  
[support@hspbc.net](mailto:support@hspbc.net)