

GUIDE

Conditions to use Projektportalen

The purpose of this guide is to inform about conditions that should be met for Projektportalen to work in the best possible way.

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Requirements for using Projektportalen as an external user

External users need an account for external connection to be able to use Projektportalen outside of Trafikverkets network. Projektportalen is based on SharePoint 2016 and these are the **requirements needed** in order for it to have complete functionality:

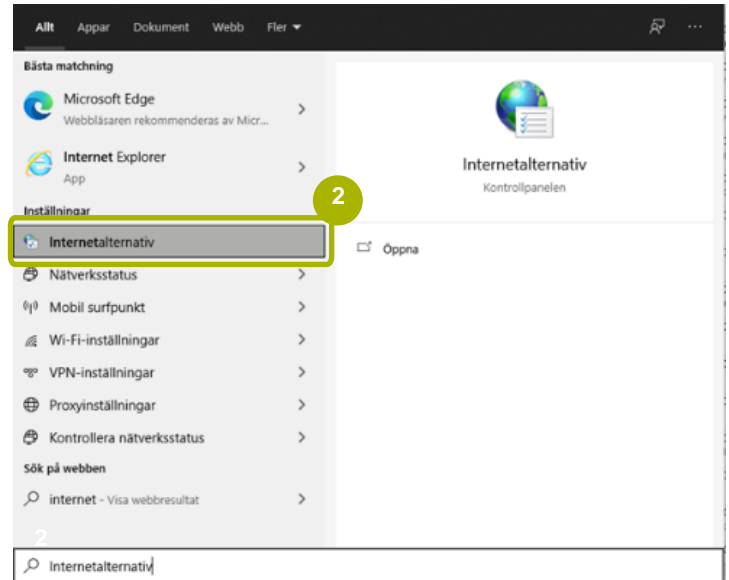
- The standard browser for using Projektportalen is the latest version of **Edge in IE-mode (Internet Explorer mode-10)**. It is vital that **IE-mode** is activated and to avoid further login steps you should already be using **IE-mode** at the login to “Mina sidor”. If you need further guidance we refer you to your internal IT department.
- Internet explorer has complete functionality. Other browsers such as Chrome, Firefox or Safari will work, BUT some functions will have incomplete/other functionality.
- **Office 2013/ Office 2016/ Office 2019/ Office 365** (Please note: Office 2013 might not be fully functional)

Contact your IT department (or similar) if your problems persist after following this guide, or contact Trafikverkets User support: +46 10-125 10 10

Adding Projektportalen as a trusted site in Edge Chromium IE-mode

1 Open the Start menu (Windows-button)

2 Search for *Internet options* and open it



3 Click the *Security* tab

4 Click *Trusted sites*

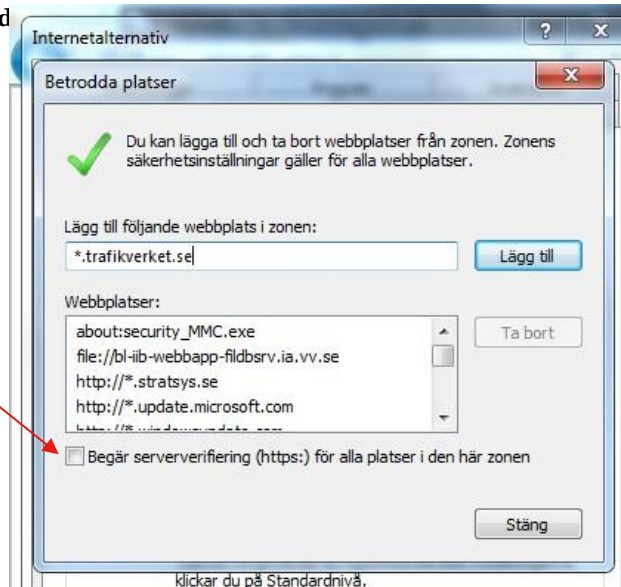
5 Click *Sites*



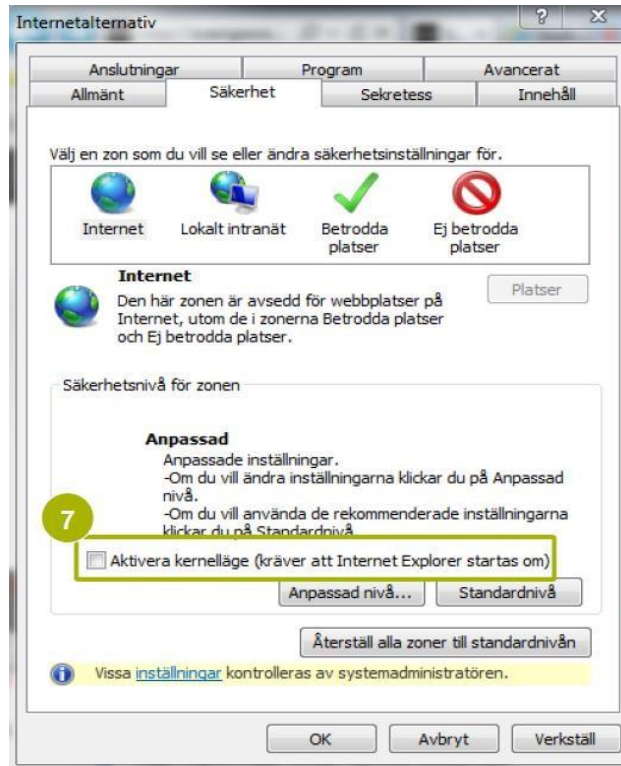
- 6 Type ***.trafikverket.se** in the box and click **Add**

Click OK in all dialogue boxes

Make sure Request server-verification **is not checked**



- 7 Make sure Activate kernelmode **is not checked**

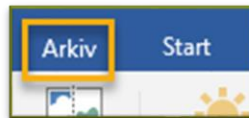


Adding Projektportalen as a trusted location in Office

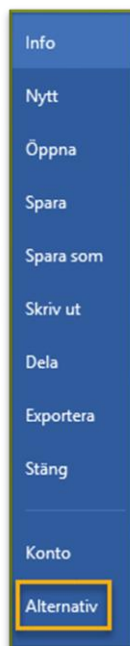
If you are working with active documents that might contain for example macros, make sure that you have <https://p.sp.trafikverket.se> as a trusted site in Office Security Center.

Note: You must do this in every Office-application (Word/Excel/Powerpoint etc.)

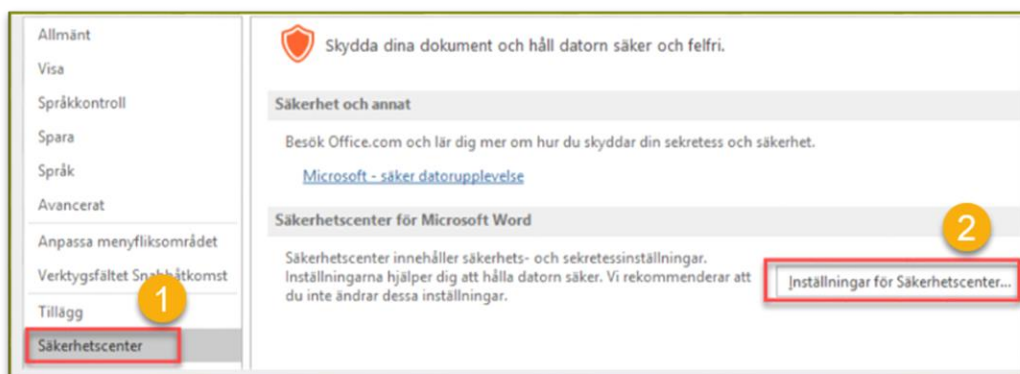
- 1 If you have Word opened, click *File*



- 2 Go to *Options*



- 3 Click *Security center* in the menu to the left, and then click on *Security Center Settings*



4 Now follow the numbered steps below:

Go to *Trusted locations* (step 1) and click *Add new location* (step 2). In step 3, type: <https://p.sp.trafikverket.se> (← copy text). Make sure that the box is checked (step 4). When you're done, click OK (steps 5 and 6) and continue to the next Office program if necessary.

If you can't add text in step 3, **check the box** "Allow trusted places in the network (not recommended)" (step 7) and try again.

