**WSP**

## PS2 Plug-in Step-by-Step Checklist (WSP Users)

**Accessing the New PS2 Environment**

- ☐ Open the browser
- ☐ Access PS2 via the link provided
- ☐ Select with or without plug in (if prompted)

**Add the OpenText Client Manager Extension to your browser**

- ☐ Click "Install" when prompted
- ☐ Select "Add to Chrome" from the Web Store
- ☐ Confirm the add-on activation
- ☐ Close the browser on completion

**Test the Plug-in**

- ☐ Restart the browser
- ☐ Re-access PS2 via the preferred link
- ☐ Access the project site
    a. If you receive an error, go to "Additional Setup Steps" below

    NOTE:  If you have already gone to "Additional Setup Steps" once and are still having issues, please contact [Support@projectsolve.com](mailto:Support@projectsolve.com) for additional assistance

- ☐ If you receive a "First Time Using Plug-in" message, select "Yes"
- ☐ In the site, mouse over the logo in the upper left-hand corner and look for a message.
    a. If it says "with plug-in" you are ready to use PS2 ← STOP HERE
    b. If it states "without plug-in", go to "Activating the Installed Plug-in" below

**Additional Setup Steps**

- ☐ Go to [https://eroom1-qa.opentext.com/eRoomSetup/ClientSetup.exe](https://eroom1-qa.opentext.com/eRoomSetup/ClientSetup.exe)
- ☐ The plug-in file will download automatically
- ☐ Exit out of the eRoom Monitor (if it's running)
- ☐ Close all browser windows
- ☐ Right-click the "ClientSetup.exe" file you downloaded above
- ☐ Select "Run as Administrator"
- ☐ Complete the installation process
- ☐ Go to "Test the Plug-in" above

**Activating the Installed Plug-in**

- ☐ Access the "My eRooms" page
- ☐ Open the "Preferences and Support Information" menu
- ☐ Select "Manage My Plug-in"
- ☐ Select "eRoom plug-in software"
- ☐ Click "OK"
- ☐ Go to "Test the Plug-in" above