

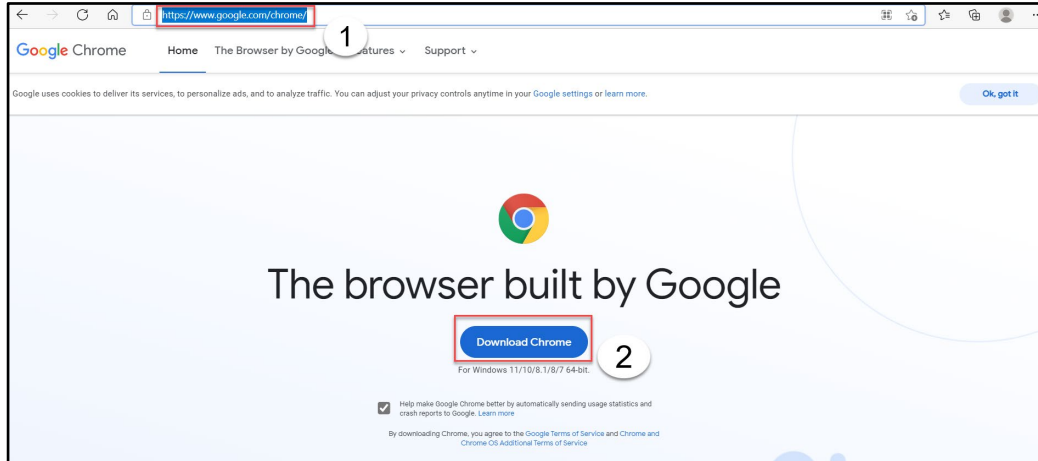


**Job Aid**  
**WBSCM Browser Settings and Helpful Tips**

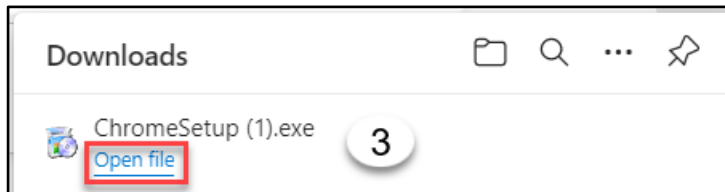
<b>Job Aid Title</b>	<b>WBSCM Browser Settings and Helpful Tips</b>
<b>Purpose</b>	<p>The job aid describes the recommended Chrome browser settings and tips for WBSCM and associated hardware/software requirements.</p> <p>Not all Chrome browser settings or features may be available to all users. Contact your organization’s IT for support.</p> <p>If there are questions or issues related to WBSCM, please email <a href="#">WBSCM ServiceDesk</a> or call 877-WBSCM-4U or 877-927-2648.</p>
<b>Target Audience</b>	All WBSCM Users
<b>Prerequisite</b>	Google Chrome browser is recommended when performing WBSCM activities. This job aid uses Chrome for example screenshots and tips.
<b>Required WBSCM Settings</b>	<p>The following actions are required for the recommended browser:</p> <ul style="list-style-type: none"><li>• <a href="#">Download and Install Chrome Browser</a> – if not already installed</li><li>• <a href="#">Confirm Chrome Browser Version</a></li><li>• Enable Pop-up Settings:<ul style="list-style-type: none"><li>○ <a href="#">All Websites</a></li><li>○ <a href="#">WBSCM Only</a></li></ul></li></ul>
<b>Helpful Tips</b>	<p>The following tips are helpful in WBSCM:</p> <ul style="list-style-type: none"><li>• <a href="#">Create and Locate WBSCM as Bookmark</a></li><li>• <a href="#">Download / Export Document from WBSCM</a></li><li>• <a href="#">Enable PDF File Download Settings</a></li><li>• <a href="#">Access Multiple WBSCM Accounts Using Incognito Window</a></li><li>• <a href="#">Delete Chrome Browsing Data</a></li><li>• Zoom Scale - default 100% (Recommended)</li><li>• Font Size - default Medium (Recommended)</li></ul>
<b>WBSCM Hardware and Software</b>	<ul style="list-style-type: none"><li>• <a href="#">WBSCM Hardware and Software Recommendation</a></li></ul>

### Chrome Download Site Screen


#### Site Screen



#### Install Chrome Screen



### Download and Install Chrome Browser

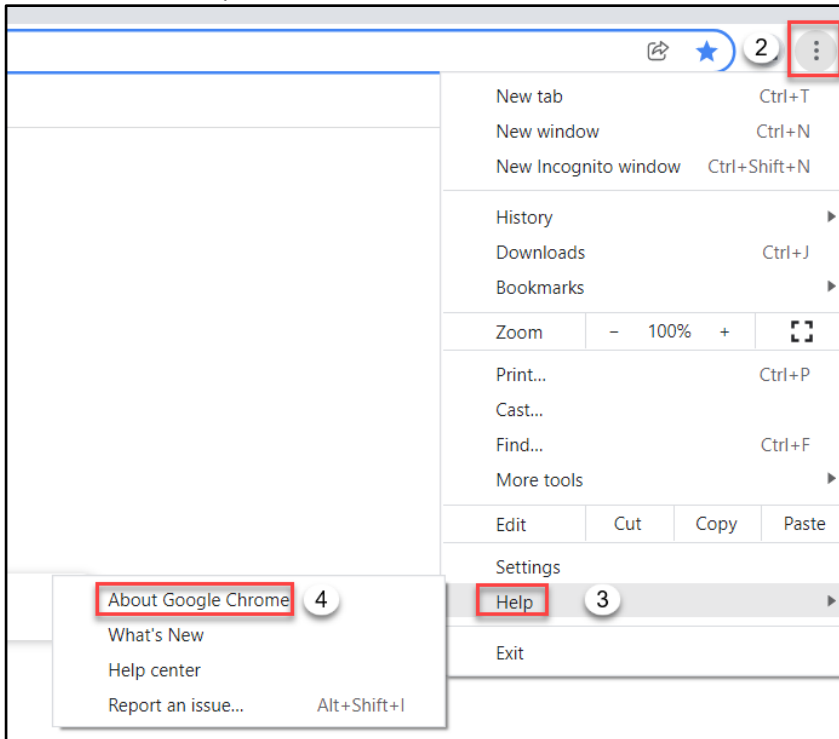
1. Visit <https://www.google.com/chrome/>.
2. Click  (the **Download Chrome** button).
3. Click [Open file](#) (the **Open file** button) from the **ChromeSetup.exe** file from the downloads list.
4. If prompted, click **Install anyway** and **Yes** on the system dialogs.
5. Wait for the installation to finish.

**Note:** Chrome will open automatically when the installation is completed.

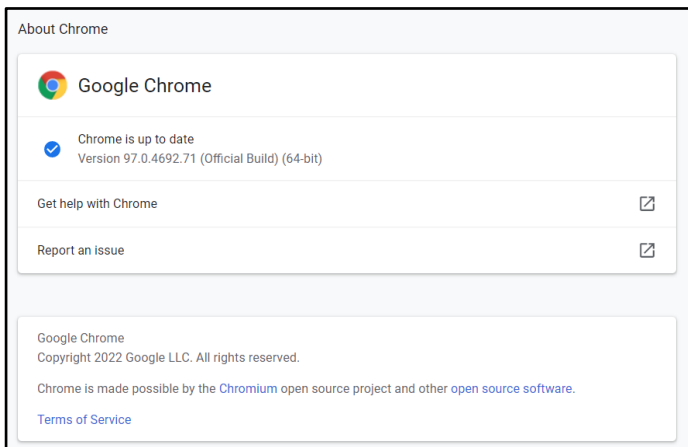
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### About Chrome Selection Screen



#### About Chrome Steps



#### About Chrome Version




### Confirm Chrome Browser Version

1. Open  (the **Chrome** browser).
2. Click  (the **Three Dots** button) on the top right corner of the screen.
3. Click [Help](#) (the **Help** button).
4. Click [About Google Chrome](#) (the **About Google Chrome** button) to review the current version and available updates.

#### Notes:

Chrome normally updates automatically in the background when the browser is closed and opened.

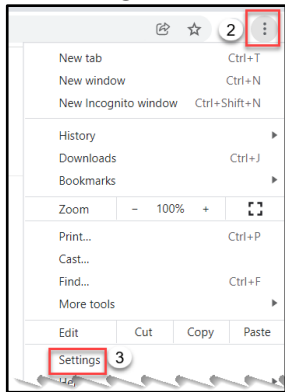
If there is a pending update, it may begin automatically or by clicking the **Update Google Chrome** link. After updating, click **Relaunch** to close the current browser and restore open tabs in the updated browser.

5. Click  (the **Close** button) to close the current window.

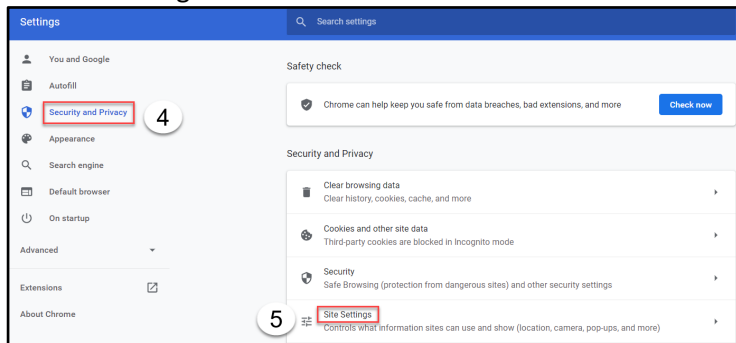
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**Chrome Pop-up Settings Menu Screen**

Select Settings Screen



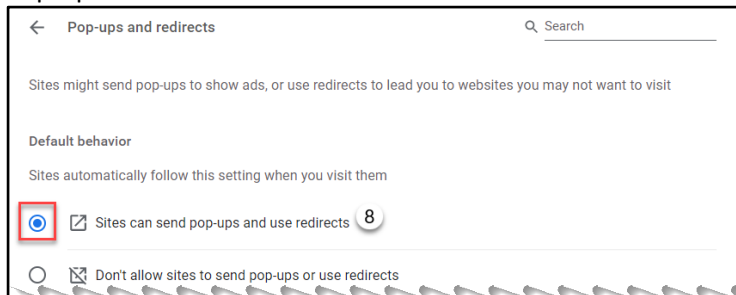
**Chrome Settings Screen**



**Pop-ups and Redirects Option Screen**










**Pop-ups and Redirects Selection Screen**



**Enable Pop-ups (All Websites)**

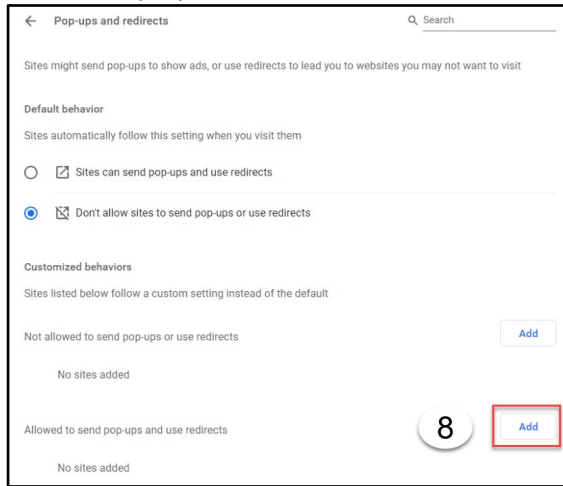
To enable pop-ups for all websites, perform the following steps:

1. Open  (the **Chrome** browser).
2. Click  (the **Three Dots** button) on the top right corner of the screen.
3. Click **Settings** (the **Settings** button).
4. Click  **Security and Privacy** (the **Security and Privacy** button) on the left part of the screen.
5. Click  **Site Settings** **Controls what information** (the **Site Settings** button).
6. If necessary, click  (the **Drop-down** arrow) on the bottom right corner, to view additional options.
7. Click  **Pop-ups and redirects** **Don't allow sites to send pop-ups or use redirects** (the **Pop-ups and redirects** button).
8. Click  (the **Sites can send pop-ups and use redirects** radio button) to enable pop-ups for all websites.

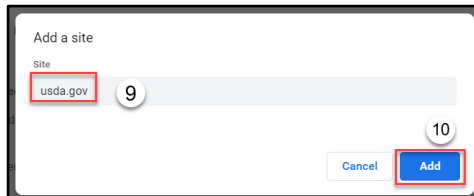
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**Chrome Pop-up Settings Menu Screen**

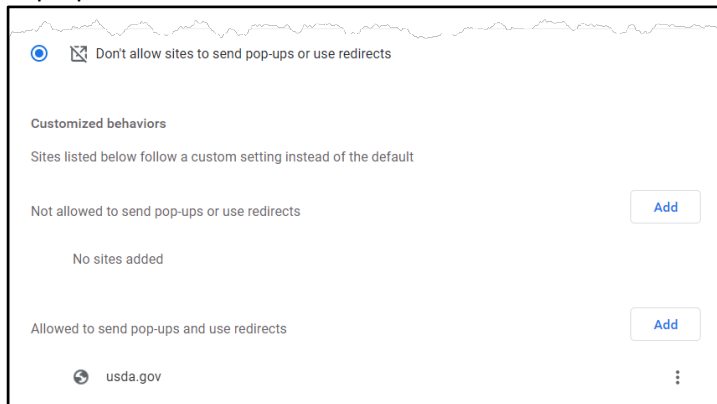
**Chrome Pop-ups and Redirects Screen**



**Add a Site Screen**



**Pop-ups and Redirects with WBSCM Screen**



**Enable Pop-ups (WBSCM only)**

To enable pop-ups for the WBSCM website only, perform the following steps:

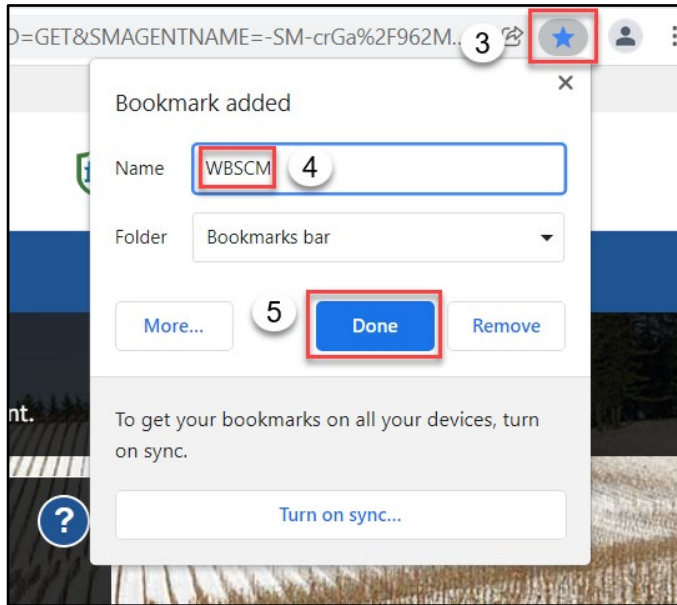
1. Open (the **Chrome** browser).
2. Click (the **Three Dots** button) on the top right corner of the screen.
3. Click **Settings** (the **Settings** button).
4. Click **Security and Privacy** (the **Security and Privacy** button) on the left part of the screen.
5. Click **Site Settings** **Controls what information** (the **Site Settings** button).
6. If necessary, click (the **Drop-down** arrow) on the bottom right corner, to view additional options.
7. Click **Pop-ups and redirects** **Don't allow sites to send pop-ups or use redirects** (the **Pop-ups and redirects** button).
8. Click (the **Add** button) next to the *Allowed to send pop-ups and use redirects* section.
9. On the *Add a Site* screen, enter **usda.gov** in the **Site** field.
10. Click (the **Add** button).
11. Click (the **Close** button) to close the current window.

**Note:** Screens for steps 1 to 7 are displayed in the **Enable Pop-ups (All Websites)** section of the job aid.

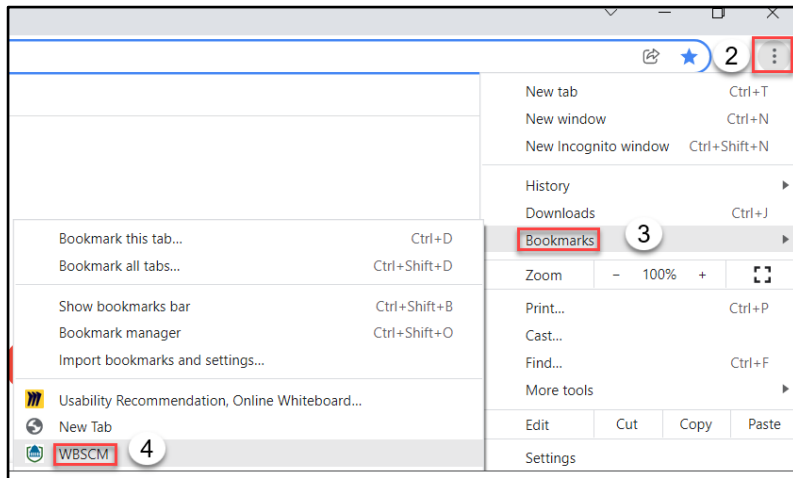
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### Chrome Bookmark Screen

#### Bookmark Screen



#### Chrome Bookmarks Menu Screen



### Create and Locate WBSCM Bookmark in Chrome

#### Create WBSCM Bookmark:

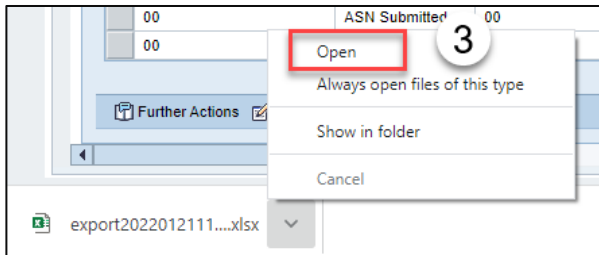
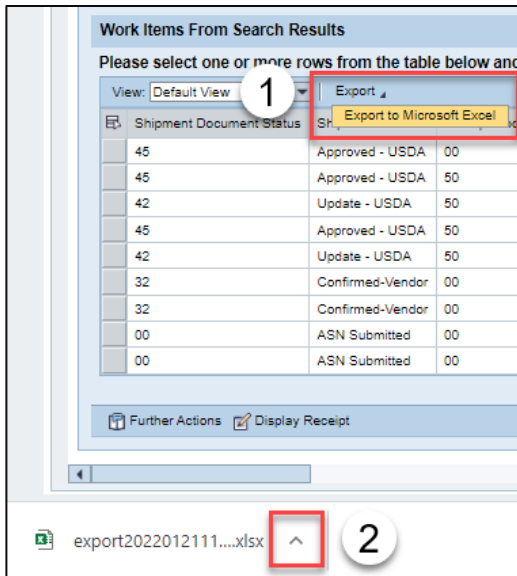
1. Open (the **Chrome** browser).
2. Navigate to the webpage that requires a bookmark such as:  
WBSCM Production Portal - <https://portal.wbscm.usda.gov>  
WBSCM Training Site - <https://wbscmntrn.wbscm.usda.gov>
3. Click (the **Star** button) to add a bookmark.
4. In the *Bookmark added* pop-up, enter a **Name** for the bookmark.  
In this example, **WBSCM** is entered.  
**Note:** It may be helpful to use more distinctive names if using multiple versions of WBSCM: **WBSCM – Production** and **WBSCM – Training**.
5. Click (the **Done** button) to save the bookmark.

#### Locate WBSCM Bookmark:

1. Open (the **Chrome** browser).
2. Click (the **Three Dots** button) on the top right corner of the screen.
3. Click **Bookmarks** (the **Bookmarks** button).
4. Click the appropriate bookmark to open the webpage.  
In this example, **WBSCM** is selected.


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WBSCM Document Download Screen





Download / Export Document from WBSCM

To download or export a document, navigate to the appropriate WBSCM transaction. In this example, the **e-Invoices for Processing** transaction is selected.

1. Click the download button. The button name will vary based on the transaction.  
In this example, click  (the **Export** button) and select **Export to Microsoft Excel** from the drop-down.

**Note:** A file download prompt displays at the bottom of the screen for all document types except PDF files.

2. Click  (the **Arrow** button) to display a list of options.
3. Click  (the **Open** option).

**Note:** The user can select the **Always open files of this type** option to set as the default option.

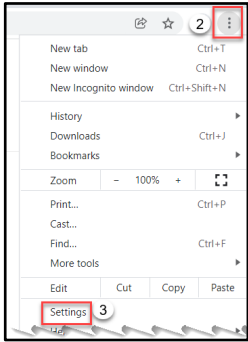
**Note:** The file opens in a new window. Return to the browser to continue using WBSCM.

**Note:** PDF documents automatically open on a browser preview tab by default in Chrome. The user may update their browser settings to [enable PDF file downloads](#) and change the default PDF viewer.

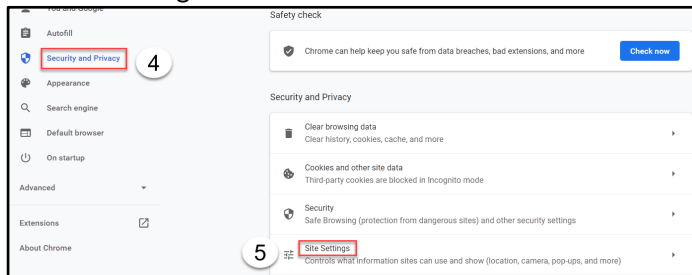
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### Chrome PDF File Download Settings Screen

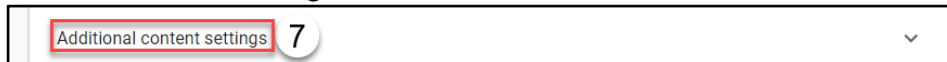
#### Select Settings Screen



#### Chrome Settings Screen



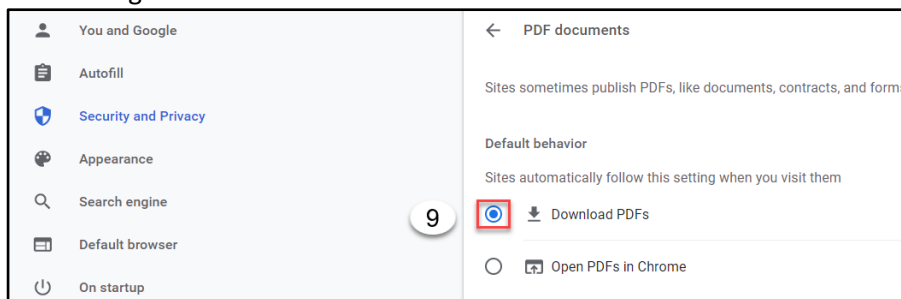
#### Additional Content Settings



#### PDF Document



#### PDF Settings Screen



### Enable PDF File Download Settings

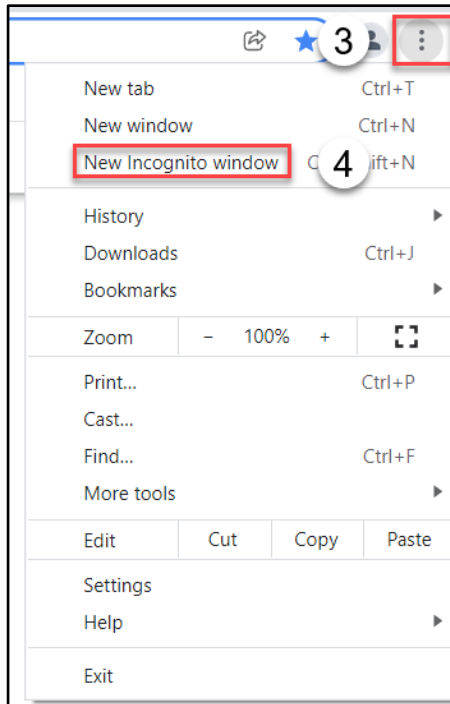
Chrome PDF settings default to open documents automatically. Alternatively, the browser settings can be updated to download PDF. Perform the following steps:

1. Open (the **Chrome** browser).
2. Click (the **Three Dots** button) on the top right corner of the screen.
3. Click **Settings** (the **Settings** button).
4. Click **Security and Privacy** (the **Security and Privacy** button) on the left part of the screen.
5. Click **Site Settings** **Controls what information** (the **Site Settings** button)
6. If necessary, click (the **Drop-down** arrow) on the bottom right corner, to view additional options.
7. Click **Additional content settings** (the **Additional content settings** button).
8. Click **PDF documents** (the **PDF documents** button).
9. Click  (the **Download PDFs** radio button).
10. Click (the **Close** button) to close the current window.

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### WBSCM Incognito Screen



### Access Multiple WBSCM Accounts Using Incognito Window

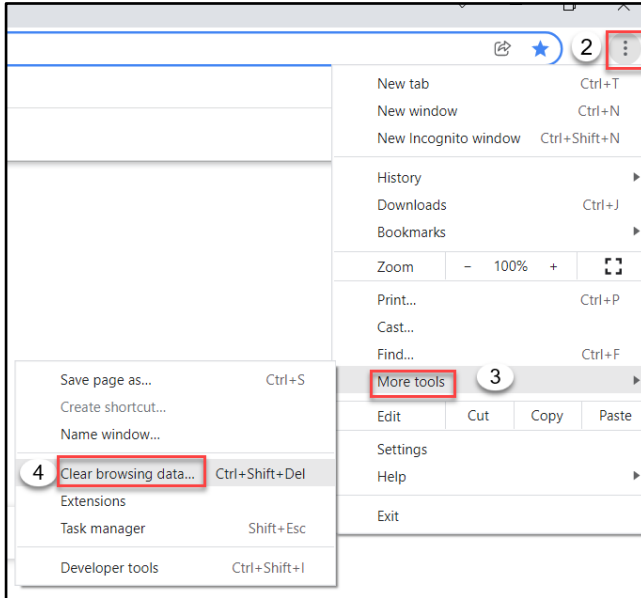
Chrome does not support multiple logins to a site at the same time. If a user needs to access two different WBSCM accounts concurrently, they can use a regular Chrome session as well as an incognito window by performing the following steps:

1. Open  (the **Chrome** browser).
2. Navigate to <https://portal.wbscm.usda.gov/> and enter credentials.  
**Note:** The user is logged into WBSCM with the first account.
3. Click  (the **Three Dots** button) on the top right corner of the screen.
4. Click **New Incognito window** (the **New Incognito window** button).
5. Navigate to <https://portal.wbscm.usda.gov/> and enter the second set of credentials.  
**Note:** The user is logged into WBSCM with the second account.
6. Click  (the **Close** button) to close the windows as necessary.  
**Note:** All data and history of the incognito page will be automatically deleted once the page is exited.

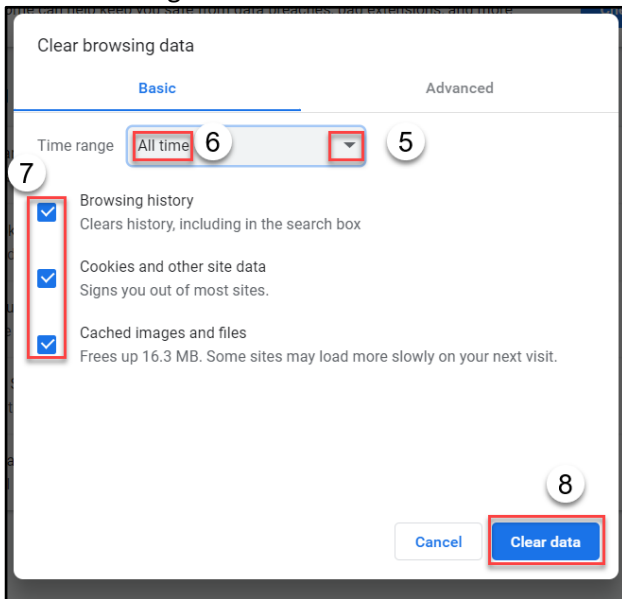
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### Delete Browsing Data Screen

#### Clear Browsing Data




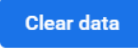



#### Clear Browsing Data Screen



### Delete Chrome Browsing Data to Resolve Issues

To resolve browser issues, the user can delete browsing data; this includes, browsing history, cookies and other site data, as well as cached images and files.

1. Open  (the **Chrome** browser).
2. Click  (the **Three Dots** button) on the top right corner of the screen.
3. Click **More tools** (the **More tools** button).
4. Click **Clear browsing data...** (the **Clear browsing data...** button).
5. In the *Clear browsing data* pop-up, click  (the **Drop-down** arrow) next to the **Time range** field.
6. Always select the **All time** option from the list.
7. Ensure that each  (the **Checkbox**) next to **Browsing history**, **Cookies and other site data**, and **Cached images and files** is checked.  
**Note:** If  (the **Checkbox**) next to any of the fields is not automatically selected, click on it to select.
8. Click  (the **Clear data** button).
9. Click  (the **Close** button) to close the current window.

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**WBSCM Hardware and Software Recommendations**

<b>Hardware</b>	<b>Minimum Required</b>	<b>Recommended</b>
<b>Processor</b>	1 GHz	Dual Core 2 GHz
<b>Memory</b>	2 GB	4 GB
<b>Video Card</b>	8 MB Video card with 16 million colors at 1024 x 768 resolution	16 MB Video card with 16 million colors at 1024 x 768 resolution
<b>Monitor</b>	Color SVGA monitor and display adapter, 1024 x 768 resolution, 16 million colors	Color SVGA monitor and display adapter, 1024 x 768 resolution, 16 million colors

<b>Software</b>	<b>Manufacturer</b>	<b>Version</b>
Operating System	Microsoft	Microsoft Windows 8.1 – 32 or 64 bit Microsoft Windows 10 – 32 or 64 bit
Browser	Google	Chrome (latest version)
PDF Reader	Adobe	Adobe Acrobat Reader DC (latest version)
Office (Word, Excel)	Microsoft	Office 2013 or higher