

Job Aid Title	WBSCM Browser Settings and Helpful Tips
Purpose	The job aid describes the recommended Chrome browser settings and tips for WBSCM and associated hardware/software requirements.
	Not all Chrome browser settings or features may be available to all users. Contact your organization's IT for support.
	If there are questions or issues related to WBSCM, please email <u>WBSCM</u> <u>ServiceDesk</u> or call 877-WBSCM-4U or 877-927-2648.
Target Audience	All WBSCM Users
Prerequisite	Google Chrome browser is recommended when performing WBSCM activities. This job aid uses Chrome for example screenshots and tips.
Required WBSCM Settings	The following actions are required for the recommended browser: • Download and Install Chrome Browser – if not already installed • Confirm Chrome Browser Version • Enable Pop-up Settings: • All Websites • WBSCM Only
Helpful Tips	The following tips are helpful in WBSCM: • Create and Locate WBSCM as Bookmark • Download / Export Document from WBSCM • Enable PDF File Download Settings • Access Multiple WBSCM Accounts Using Incognito Window • Delete Chrome Browsing Data • Zoom Scale - default 100% (Recommended) • Font Size - default Medium (Recommended)
WBSCM Hardware and Software	WBSCM Hardware and Software Recommendation



Chrome Download Site Screen	Download and Install Chrome Browser	
Site Screen	 Visit <u>https://www.google.com/chrome/</u>. Click Download Chrome (the Download Chrome button). Click Open file (the Open file button) from the ChromeSetup.exe file from the downloads list. If prompted, click Install anyway and Yes on the system dialogs. Wait for the installation to finish. Note: Chrome will open automatically when the installation is completed.	
Install Chrome Screen		
Downloads ChromeSetup (1).exe Open file		



About Chrome Selection Screen			Confirm Chrome Browser Version
About Chrome Steps	ල්? New tab	* 2 : Ctrl+T	1. Open (the Chrome browser).
	New window	Ctrl+N	2. Click ^{(the Three Dots} button) on the top right corner of the screen.
	New Incognito window	Ctrl+Shift+N	3. Click ^{Help} (the Help button).
	History Downloads Bookmarks	► Ctrl+J	 Click About Google Chrome (the About Google Chrome button) to review the current version and available updates.
	Zoom – 100%	6 + [] Ctrl+P	Notes:
	Print Cast Find More tools	Ctrl+F	Chrome normally updates automatically in the background when the browser is closed and opened.
	Edit Cut Settings	Copy Paste	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
What's New	Help 3	Þ	current browser and restore open tabs in the updated browser.
Help center Report an issue Alt+Shift+I			5. Click \times (the Close button) to close the current window.
About Chrome Version]	Back to top
🧿 Google Chrome			
Chrome is up to date Version 97.0.4692.71 (Official Build) (64-bit)			
Get help with Chrome			
Report an issue			
Google Chrome Copyright 2022 Google LLC. All rights reserved. Chrome is made possible by the Chromium open source project and other open sou Terms of Service	urce software.		



Chrome Pop-up Settings Menu Screen	Enable Pop-ups (All Websites)
Select Settings Screen	
Image: Image	To enable pop-ups for all websites, perform the following steps:
New Incognito window Ctrl+Shift+N History Image: Ctrl+J Downloads Ctrl+J	1. Open (the Chrome browser).
Bookmarks F Zoom – 100% + C Print Ctrl+P	2. Click (the Three Dots button) on the top right corner of the screen.
Print Ctrl+P Cast Find Find Ctrl+F	3. Click Settings (the Settings button).
More tools Edit Cut Copy Paste	4. Click Security and Privacy (the Security and Privacy button) on
Settings 3	the left part of the screen.
Chrome Settings Screen Settings Q Search settings	Site Settings
You and Google Safety check Autoful	 Controls what information (the Site Settings button).
Security and Phracy Chrome can help keep you safe from data breaches, bad extensions, and more Check now Check now	6. If necessary, click 🔤 (the Drop-down arrow) on the bottom right corner,
Search engine	to view additional options.
Default browser Clear of Units up using us	Pop-ups and redirects
Advanced Third-party cookies are blocked in hooghto mode	7. Click Don't allow sites to send pop-ups or use redirects (the Pop-
About Chrome 5 = Set Settings Controls what information sites can use and show (location, camera, pop-upa, and more)	ups and redirects button).
Pop-ups and Redirects Option Screen	8. Click igodoldoldoldoldoldoldoldoldoldoldoldoldol
Pop-ups and redirects Don't allow sites to send pop-ups or use redirects 7	enable pop-ups for all websites.
Pop-ups and Redirects Selection Screen	Back to top
← Pop-ups and redirects Q Search	
Sites might send pop-ups to show ads, or use redirects to lead you to websites you may not want to visit	
Default behavior	
Sites automatically follow this setting when you visit them	
Sites can send pop-ups and use redirects 8	
O 🕅 Don't allow sites to send pop-ups or use redirects	



Chrome Pop-up Settings Menu Screen	Enable Pop-ups (WBSCM only)
	To enable pop-ups for the WBSCM website only, perform the following steps:
Chrome Pop-ups and Redirects Screen	······································
← Pop-ups and redirects Q, Search	
Sites might send pop-ups to show ads, or use redirects to lead you to websites you may not want to visit	1. Open 🧐 (the Chrome browser).
Default behavior	2. Click (the Three Dots button) on the top right corner of the screen.
Sites automatically follow this setting when you visit them	2. Click (the Three bots button) on the top right corner of the screen.
Sites can send pop-ups and use redirects	3. Click Settings (the Settings button).
Cont allow sites to send pop-ups or use redirects	Security and Privacy
Customized behaviors	4. Click (the Security and Privacy button) on the left
Sites listed below follow a custom setting instead of the default	part of the screen.
Not allowed to send pop-ups or use redirects Add	Site Settings
No sites added	 Controls what information (the Site Settings button).
Allowed to send pop-ups and use redirects 8 Add	6. If necessary, click 🔽 (the Drop-down arrow) on the bottom right corner,
No sites added	to view additional options.
Add a Site Screen	Pop-ups and redirects Don't allow sites to send pop-ups or use redirects
	7. Click (the Pop-ups
Add a site site	and redirects button).
usda.gov 9	Add () Add ()
10	8. Click (the Add button) next to the <i>Allowed to send pop-ups and</i>
Cancel	use redirects section.
Pop-ups and Redirects with WBSCM Screen	9. On the <i>Add a Site</i> screen, e nter usda.gov in the Site field.
Land and a management of the second	Add
Con't allow sites to send pop-ups or use redirects	10. Click (the Add button).
	11. Click \times (the Close button) to close the current window.
Customized behaviors	
Sites listed below follow a custom setting instead of the default	Note: Screens for stops 1 to 7 are displayed in the Enable Den ups (All Mobsites)
Not allowed to send pop-ups or use redirects Add	Note: Screens for steps 1 to 7 are displayed in the Enable Pop-ups (All Websites)
No sites added	section of the job aid.
	Deel to too
Allowed to send pop-ups and use redirects Add	Back to top
🚱 usda.gov 🗄	



Chrome Bookmark Screen	Create and Locate WBSCM Bookmark in Chrome
Chrome Bookmark Screen Bookmark Screen SeGET&SMAGENTNAME=-SM-crGa%2F962M. 3 CONTRACTION OF CON	 Create and Locate WBSCM Bookmark in Chrome Create WBSCM Bookmark: Open () (the Chrome browser). Navigate to the webpage that requires a bookmark such as: WBSCM Production Portal - <u>https://portal.wbscm.usda.gov</u> WBSCM Training Site - <u>https://wbscmntrn.wbscm.usda.gov</u> Click () (the Star button) to add a bookmark. 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.
Image: Second sync.	5. Click ^{Done} (the Done button) to save the bookmark. Locate WBSCM Bookmark:
Chrome Bookmarks Menu Screen	 Open (the Chrome browser). Click (the Three Dots button) on the top right corner of the screen. Click Bookmarks (the Bookmarks button). Click the appropriate bookmark to open the webpage. In this example, WBSCM is selected.



WBSCM Document Do	ownload Screen	Download / Export Document from WBSCM
Work Items From Sear	ch Results	To download or export a document, navigate to the appropriate WBSCM
Please select one or m	ore rows from the table below and	
View: Default View	Export _	transaction. In this example, the e-Invoices for Processing transaction is selected.
B Shipment Document S	Status SH Export to Microsoft Excel	
45	Approved - USDA 00	1. Click the download button. The button name will vary based on the
45	Approved - USDA 50	
42	Update - USDA 50	transaction.
45	Approved - USDA 50	In this example, click [Export] (the Export button) and select Export to
42	Update - USDA 50 Confirmed-Vendor 00	
32	Confirmed-Vendor 00	Microsoft Excel from the drop-down.
00	ASN Submitted 00	
00	ASN Submitted 00	Note: A file download prompt displays at the bottom of the screen for all
📳 Further Actions 🛛 🗹 Di	isplay Receipt	document types except PDF files.
•		2. Click (the Arrow button) to display a list of options.
export2022012111xlsx	^ 2	3. Click ^{Open} (the Open option).
00 00	ASN Submitted 00 Open 3 Always open files of this type	Note: The user can select the Always open files of this type option to set as the default option.
• export2022012111xlsx	Show in folder Cancel	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.
		Back to top



Chrome PDF File Download Settings Screen	Enable PDF File Download Settings
Select Settings Screen	Chrome PDF settings default to open documents automatically. Alternatively, the browser settings can be updated to download PDF. Perform the following steps:
Downloads Ctrl+J Bookmarks * Zoom - 100% + Ctrl+P Print Ctrl+P Cast Ctrl+F	 Open (the Chrome browser). Click (the Three Dots button) on the top right corner of the screen.
More tools Edit Cut Copy Paste Settings 3 Jage 1	3. Click Settings (the Settings button).
Chrome Settings Screen	 Click Security and Privacy (the Security and Privacy button) on the left part of the screen.
Q Search engine Default browser Clear browg and other state data U on startup Advanced Cooks and other state data Third party cookses are blocked in incognito mode Security	 Site Settings Controls what information (the Site Settings button) If necessary, click (the Drop-down arrow) on the bottom right corner,
Letensions Safe Browship (protection from dangerous stres) and other security settings About Chrome 5 The Settings Additional Content Settings ,	to view additional options.
Additional content settings 7 ~	7. Click (the Additional content settings button).
PDF documents 8 >	 8. Click PDF documents (the PDF documents button). 9. Click (the Download PDFs radio button).
You and Google Autofili Sites sometimes publish PDFs, like documents, contracts, and forms Security and Privacy	10. Click \times (the Close button) to close the current window.
 Appearance Search engine Default behavior Sites automatically follow this setting when you visit them Download PDFs 	Back to top
Default browser On startup	



WBSCM Incognito Screen		Access Multiple WBSCM Accounts Using Incognito Window
New tab New window New Incognito window History	3 Ctrl+T Ctrl+N 4 ift+N	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:
Downloads Bookmarks Zoom - 100%	Ctrl+J + []	 Open (the Chrome browser). Navigate to <u>https://portal.wbscm.usda.gov/</u> and enter credentials. Note: The user is logged into WBSCM with the first account.
Print Cast Find More tools	Ctrl+P Ctrl+F	 Click (the Three Dots button) on the top right corner of the screen. Click New Incognito window (the New Incognito window button). Navigate to <u>https://portal.wbscm.usda.gov/</u> and enter the second set of
Edit Cut Co Settings Help	py Paste	 credentials. Note: The user is logged into WBSCM with the second account. 6. Click (the Close button) to close the windows as necessary.
Exit		 Note: All data and history of the incognito page will be automatically deleted once the page is exited. <u>Back to top</u>



Delete Browsing Data Screen	Delete Chrome Browsing Data to Resolve Issues
Clear Browsing Data Image: Clear Browsing Data Image: Clear Browsing Data Image: Clear Browsing Data Image: Clear Browsing Data Image: Clear Browsing Data Image: Clear Browsing Data Image: Clear Browsing Data Image: Clear Browsing Data Image: New Vision Stress Stres	 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.
4 Clear browsing data Ctrl+Shift+Del Help Extensions Task manager Shift+Esc Developer tools Ctrl+Shift+I	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
Clear Browsing Data Screen	selected, click on it to select. 8. Click Clear data (the Clear data button). 9. Click (the Close button) to close the current window.
 Browsing history Clears history, including in the search box Cookies and other site data Signs you out of most sites. Cached images and files Frees up 16.3 MB. Some sites may load more slowly on your next visit. 	Back to top
Cancel Clear data	



WBSCM Hardware and Software Recommendations

Hardware	Minimum Required	Recommended
Processor	1 GHz	Dual Core 2 GHz
Memory	2 GB	4 GB
Video Card	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
Monitor	Color SVGA monitor and display adapter, 1024 x 768 resolution,	Color SVGA monitor and display adapter, 1024 x 768 resolution, 16
	16 million colors	million colors

Software	Manufacturer	Version
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