OCLQS – Google Chrome Browser Settings

Description:

This Job Aid describes the process of setting Google Chrome browser settings to use OCLQS.

<table>
<thead>
<tr>
<th>Step 1: Click Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the icon</td>
</tr>
</tbody>
</table>

Click the icon
Step 2: Click Settings

Click **Settings**
Step 3: Click Show Advanced Settings

Click *Show advanced settings*

<table>
<thead>
<tr>
<th>Setting</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign in</td>
<td>Click to sign in to your accounts.</td>
</tr>
<tr>
<td>On startup</td>
<td>Select options for page display.</td>
</tr>
<tr>
<td>Appearance</td>
<td>Customize appearance settings.</td>
</tr>
<tr>
<td>Search</td>
<td>Manage search settings.</td>
</tr>
<tr>
<td>People</td>
<td>Manage accounts.</td>
</tr>
<tr>
<td>Default browser</td>
<td>Select your default browser.</td>
</tr>
</tbody>
</table>
Step 4: Click Change Proxy Settings

Click **Change proxy settings** in the **Network** section
Step 5: Click Security

Click **Security**
Step 6: Click Trusted Sites

Click **Trusted sites**
Step 7: Click Sites

Click **Sites**
Step 8: Add Websites

1) Enter https://oclqs.force.com/oclqs_home in Add this website to the zone field
2) Click Add

Note: Repeat this step for the following websites:
- https://*.drawloop.com
- https://payments.cboss.com
- https://www.google.com
Step 9: Click Close

Click *Close*
Step 10: Click Privacy

Click **Privacy**
Step 11: Click Advanced

Click *Advanced*
Step 12: Accept Cookies

1) Select **Accept** for *First-party Cookies*
2) Select **Accept** for *Third-party Cookies*
3) Check the box for *Always allow session cookies*
4) Click **OK**

*Note: If any of the Advanced Privacy Settings are already selected, then you can leave them selected.*
Step 13: Click OK

Click **OK**

The process of setting Google Chrome browser settings to use OCLQS is complete.