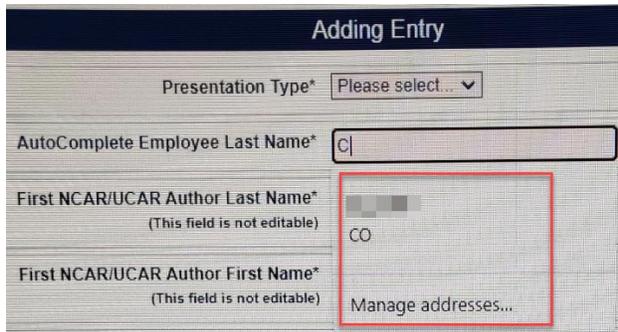


Issues populating name

There is an issue with the database when staff have the auto-fill feature on. Here is what the issue looks like:



The screenshot shows a web form titled "Adding Entry". It has several fields: "Presentation Type*" with a dropdown menu showing "Please select..."; "AutoComplete Employee Last Name*" with a text input containing "C"; "First NCAR/UCAR Author Last Name*" (marked as not editable) with a dropdown showing "CO"; and "First NCAR/UCAR Author First Name*" (marked as not editable) with a dropdown showing "Manage addresses...". A red box highlights the "Manage addresses..." option in the dropdown menu.

This information is the information from the auto-fill and not the database.

To fix this issue, disable the auto-fill function.

Internet Explorer (IE)

The Internet Explorer AutoComplete feature can be enabled and disabled by following the steps below.

1. Open Microsoft Internet Explorer.
2. Click **Tools** and then **Internet Options**.
3. In the Internet Options window click the **Content tab**.
4. Click the **AutoComplete button**.
5. Check or uncheck the options you want to have or not have AutoComplete. Below is a brief explanation of what each of the options are for.
 - **Web page addresses** - AutoComplete for the address typed in the [address bar](#).
 - **Forms** - Enable a user to fill out fields that are commonly completed such as e-mail, address, phone number, etc.
 - **User names and passwords on forms** - Any [forms](#) that are requiring usernames. This can be helpful for users who are frequently needing to enter their username and password. However, can also be a security risk if that computer is used or accessible by other users.

Firefox

If you don't want Firefox to remember what you've entered into form fields, you can turn off the auto form fill feature:

1. Click the menu button and choose **Options**.
2. Select the **Privacy** panel.
3. Set **Firefox will:** to **Use custom settings for history**.
4. Remove the checkmark from the box that says **Remember search and form history**.
5. Click **OK** to close the Options window.

Disabling form history also prevents Firefox from storing search history for the [Search bar](#) in the Navigation Toolbar.

Chrome

Autofill is turned on by default. Follow the steps below to turn it off.

1. Click the Chrome menu (three dots) on the browser toolbar.
2. Select **Settings**.
3. Click on the **Autofill** section.
4. Select **Addresses and More**.
5. Click on the slider next to **Save and fill addresses** to turn off.

MAC

Safari

The autocomplete feature in the Apple Safari browser causes the browser to "remember" the text and values you enter into forms online. Having your forms auto completed can be handy to speed up your work online. However, if other people use your computer or you are entering sensitive information into the forms, you may not want the autocomplete feature on. You can disable this feature in your Safari preferences.

1. Open your Safari browser.
2. Click on **Safari** in the program menu and select **Preferences** in the dropdown menu.
3. Click on the **Autofill** tab in the Preferences window.
4. Click on each of the checkboxes next to the autofill options to deselect them, turning off the autocomplete for each option.

Firefox

1. Open **Firefox**.
2. Go to **Preferences**.
3. Select **Privacy**.
4. From the dropdown, select **Never Remember History**.

Chrome

Autofill is turned on by default. Follow the steps below to turn it off.

1. Click on **Chrome menu (three dots)** in the upper right-hand corner, on the browser toolbar.
2. Click on **Settings**.
3. You may see a dialog box with **Passwords, Addresses, and Payment Methods**.
4. When you click each of those, you will see a toggle switch to turn off **Auto Sign-in** for Passwords and Save and Auto Fill-in for Addresses and Payment Methods.

Note: If you don't see the dialog box, you may need to first, scroll down and click on **Advanced**, after you click **Settings**, and then click on **Autofill settings, under Passwords and forms**. This will then open up the dialog box for Passwords, Addresses, and Payment Methods.

Mobile

Disabling autofill in Safari on iPad

1. Tap **Settings**.
2. Tap **Safari**.
3. Swipe **Names and Passwords** off.

Disabling autofill in Safari on iPod or iPhone

1. Tap **Settings**.
2. Tap **Safari**.
3. Select **Autofill**.
4. Swipe **Names and Passwords** off.

Disabling autofill in Chrome on Android device

1. Tap on the **three dot menu icon**.
2. Tap **Settings**.
3. Tap **Save passwords**.
4. Slide **Save passwords** off.

Removing stored passwords in Safari on iPod or iPhone

1. Tap **Settings**.
2. Tap **Safari**.
3. Tap **Passwords**.
4. Use the **Edit** link on the top right or **swipe left** on a password you'd like to remove to delete it.

Removing stored passwords in Chrome on an Android device

- Go to <https://passwords.google.com> to manage your passwords.