

How To Turn Off Auto-Fill In Your Web Browser

The auto-fill feature automatically fills in fields according to the data you have previously used. In most cases this is a useful function, however, it can often cause frustration when automatically entering unwanted data into a new field within Natural HR and web browsers alike.

Unfortunately, there is no way to turn auto-fill off via Natural HR. The only way the auto-fill issue can be resolved is through your desired web browser, once auto-fill has been disabled, you can resume entering data within Natural HR fields with no issues.



Field Frustrations

Avoid the agonising process of irrelevant data appearing and being entered into your Natural HR system when attempting to fill in a field.



Data Protection

Prevent malicious scripts from revealing your data to websites by ensuring a higher level of security.



Browser Confusion

Put a halt to browsers frequently entering wrong data, leaving you with the task of deleting the data and starting afresh.

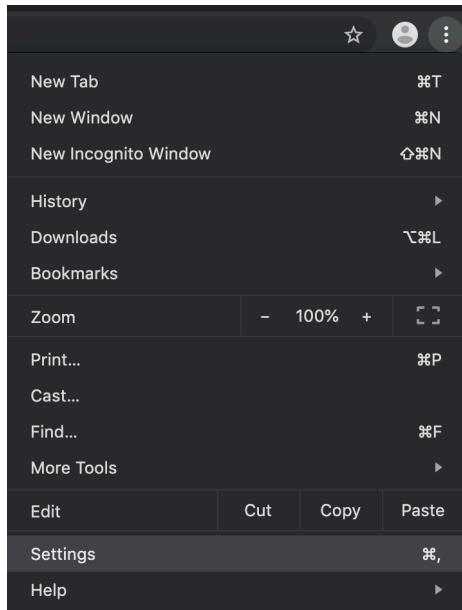
Google Chrome



In your Google Chrome web browser, you'll first need to click the **three circle dots** in the top-right corner of your screen.

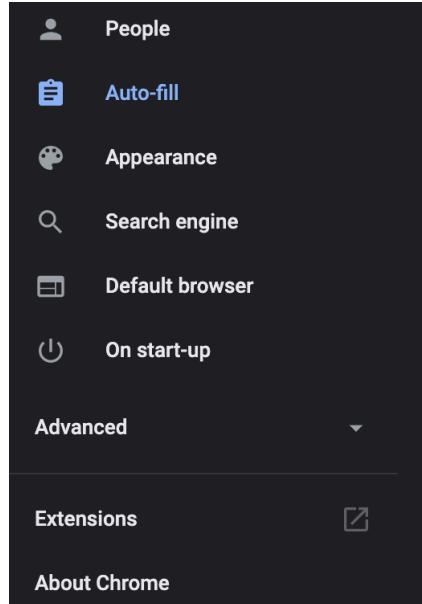


Sign in

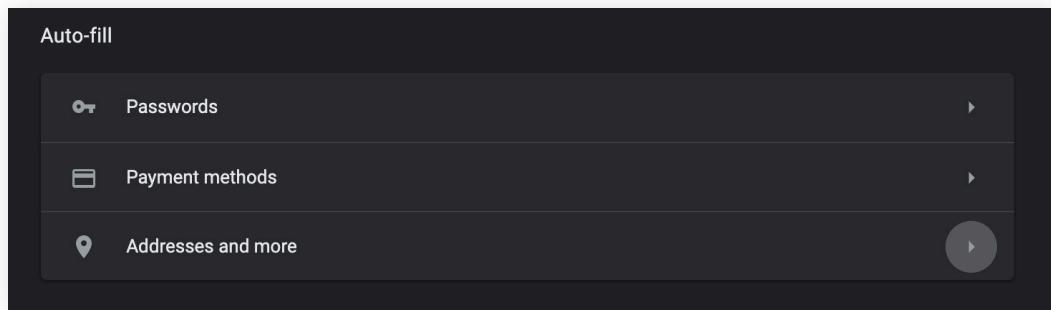


You'll then be presented with a drop-down menu containing a variety of options. To progress to the next step, select the **Settings** option.

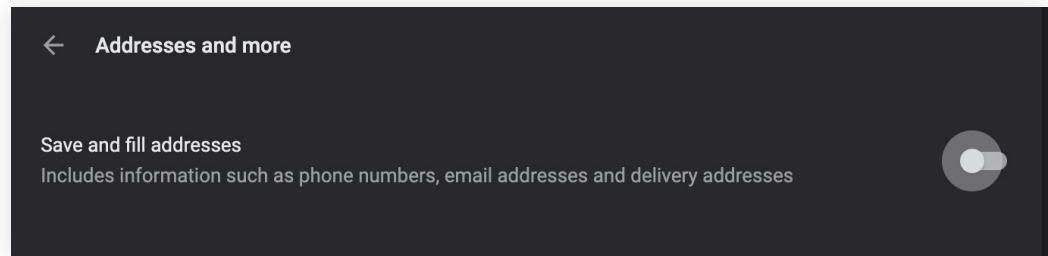
Proceed by selecting the **Auto-fill** section on the left-hand menu.



Once you've selected the auto-fill option, you'll then need to select **Addresses and more**. This option affects every drop down field, not just addresses.



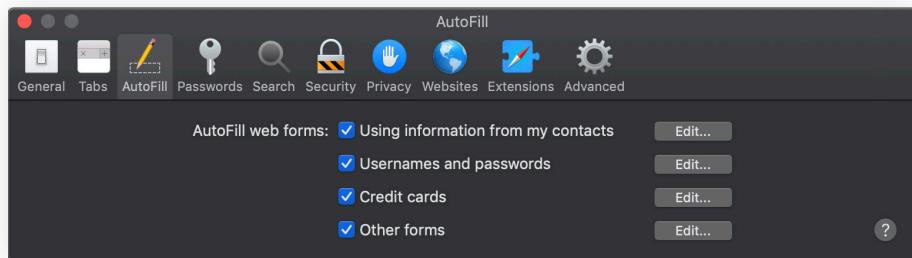
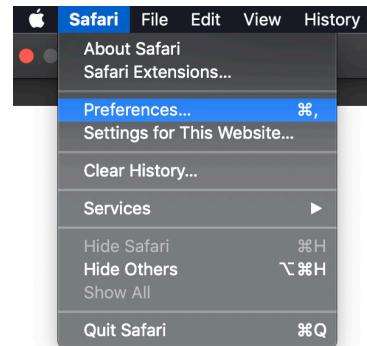
Ensure the toggle setting is turned OFF, this will alert the system to automatically save your settings. This step may take some time to complete, depending on how often you clear your browsing data.



Safari

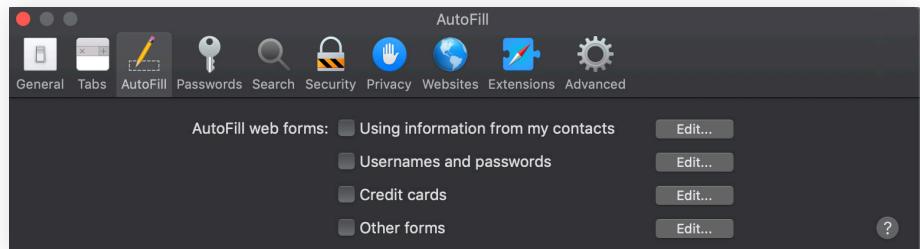


Click the Safari Menu bar located on the top left-hand side of the screen. Then, select the **Preferences** option from the drop-down window.

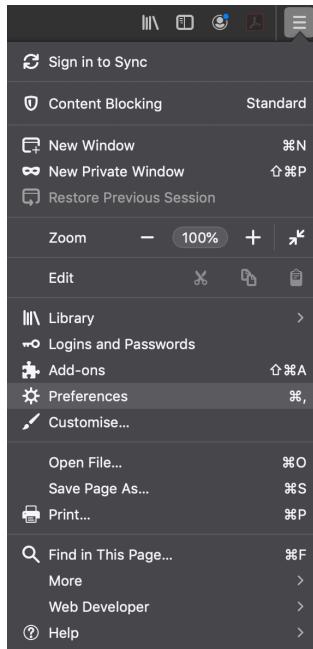


In the following screen, click the **AutoFill** option to be presented with several options central to the autofill feature.

Untick all options to completely turn off autofill, preventing data from being automatically added into your desired fields.

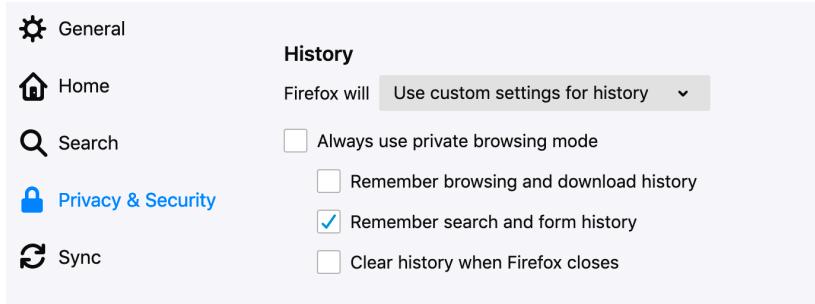
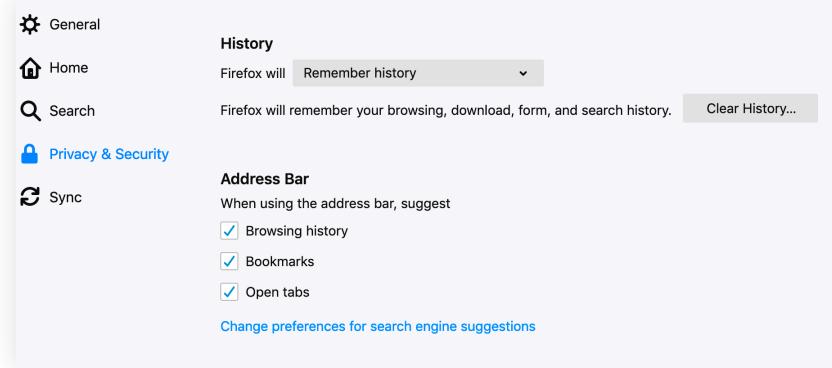


Firefox



Upon the launch of your Firefox browser, select the icon with three horizontal lines located in the top-right corner of the window. Once the drop down-menu appears, select the **Preferences** option.

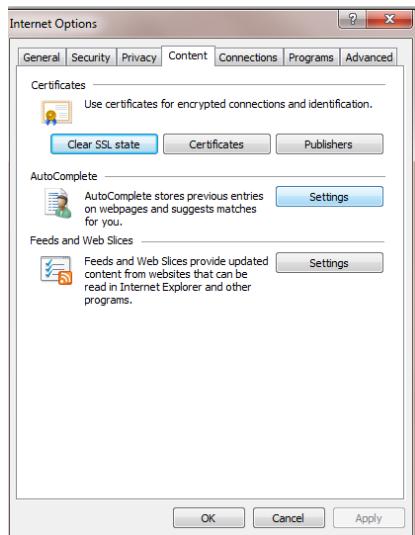
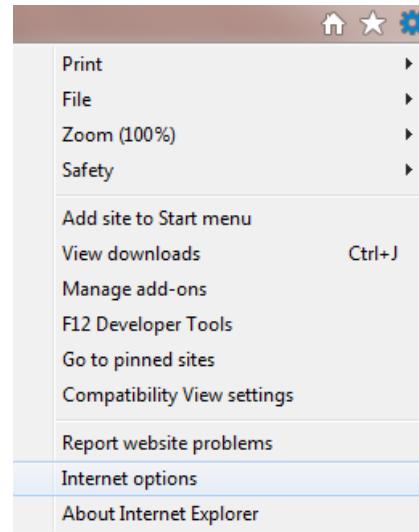
Select the **Privacy & Security** tab on the left-hand side navigation tab and proceed to scroll down to the **History** section.



Change the filter setting to **Use custom settings for history** and untick the **Remember search and form history**. Once this box is unticked, the auto-fill feature will be disabled.

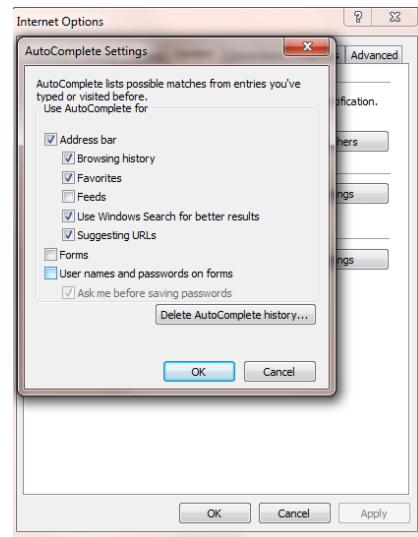
Internet Explorer

Once your Internet Explorer browser has launched, click the **tools** icon located in the top right corner of the screen, and proceed to select the **Internet options** button within the drop-down menu.



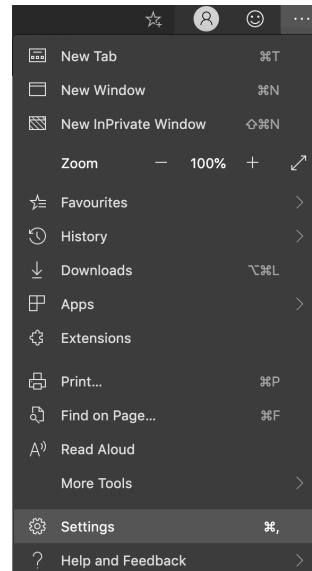
Now you're in the following screen, select the **Content** option at the top of the menu and click the **Settings** button within the **AutoComplete** section.

Untick the **User names & passwords on forms** checkbox and click **OK** on the **AutoComplete Settings** and **Internet Options** windows. Upon completion, Internet Explorer will stop using the auto-fill feature.



Microsoft Edge

Open Microsoft Edge's main menu, click the **three circular dots** at the top right of the screen and select the **Settings** option within the drop-down menu.



The screenshot shows the Microsoft Edge Settings interface. On the left, there's a sidebar with options like Profiles, Appearance, On start-up, New tab page, Privacy and Services (which is currently selected and highlighted in blue), and Site Permissions. The main content area is titled 'Clear browsing data' and includes a sub-section for 'Privacy'. It states: 'You are in control of your privacy. We use data collected to improve Microsoft products and features. Change these settings here or manage your data in the Microsoft privacy dashboard. Learn more'. At the bottom of this section is a button labeled 'Choose what to clear'.

Within the settings menu, click **Privacy & Services**. A new menu will appear allowing you to click the **Choose what to clear every time you close the browser** option.

You'll then be able to turn the auto-fill form data toggle OFF. This ensures Microsoft Edge will not remember your data each time you close your browser.

Hurrah! You don't have to worry about incorrect data being entered into fields anymore...

This screenshot shows the 'Privacy and Services / Clear browsing data' settings page. It has a title 'Choose what to clear every time you close the browser'. Below it is a list of items with toggle switches on the right side:

- Browsing history (40 items. Includes autocompletions in the address bar):
- Download history (None):
- Cookies and other site data (From 89 sites. Signs you out of most sites.):
- Cached images and files (Frees up 51.0 MB. Some sites may load more slowly on your next visit.):
- Passwords (None):
- Autofill form data (includes forms and cards) (None):
- Site Permissions (None):
- Hosted app data (1 app: Microsoft Store.):