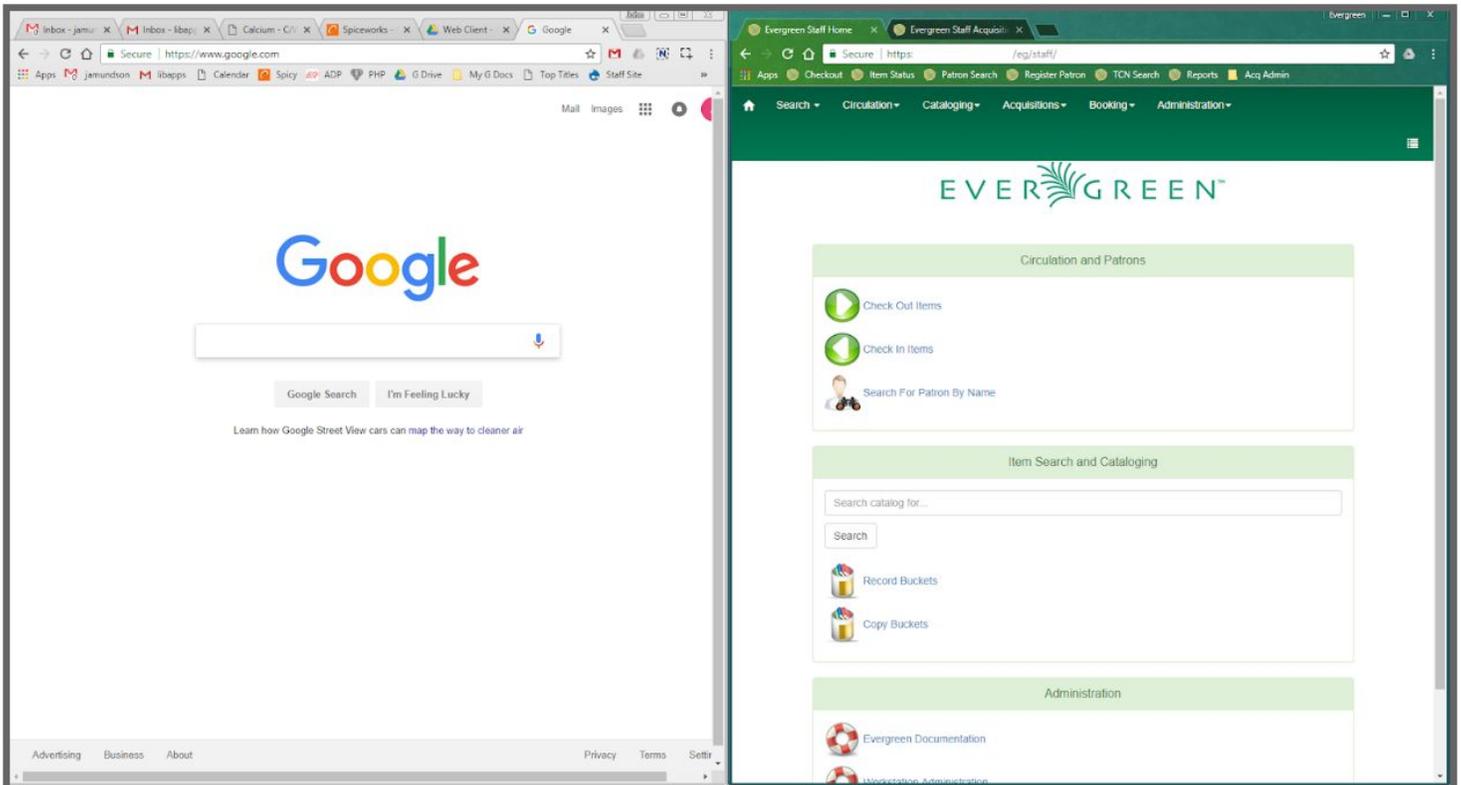




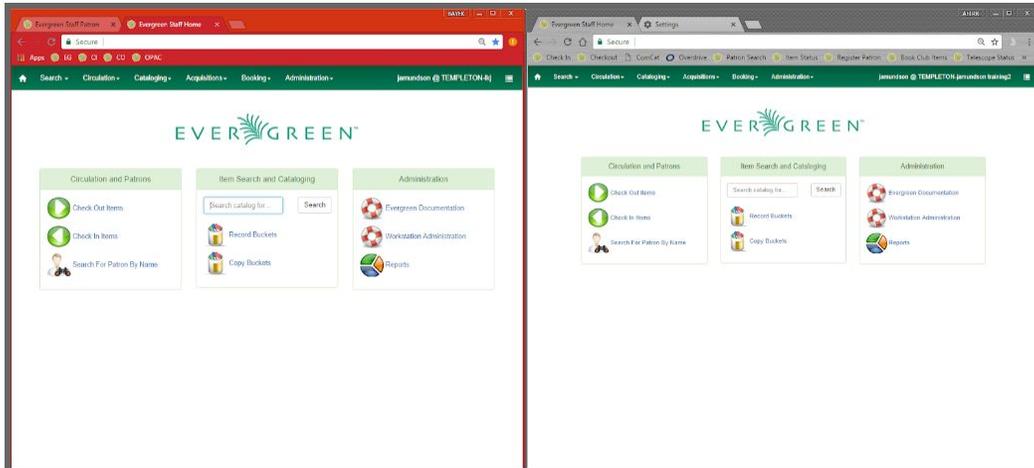
# Web Client - Google Chrome Profiles

Walk through the **optional** process of creating a Google Chrome profile for Evergreen

A Google Chrome profile for Evergreen allows for the complete separation of the Evergreen Web Client from the current bookmarks, browsing history, settings, etc of your daily browser. Creating a unique profile for Evergreen is recommended if you will also be using Google Chrome for your daily browsing or other functions. Note that this should be the first step when setting up for the web client, (even before registering a workstation!).

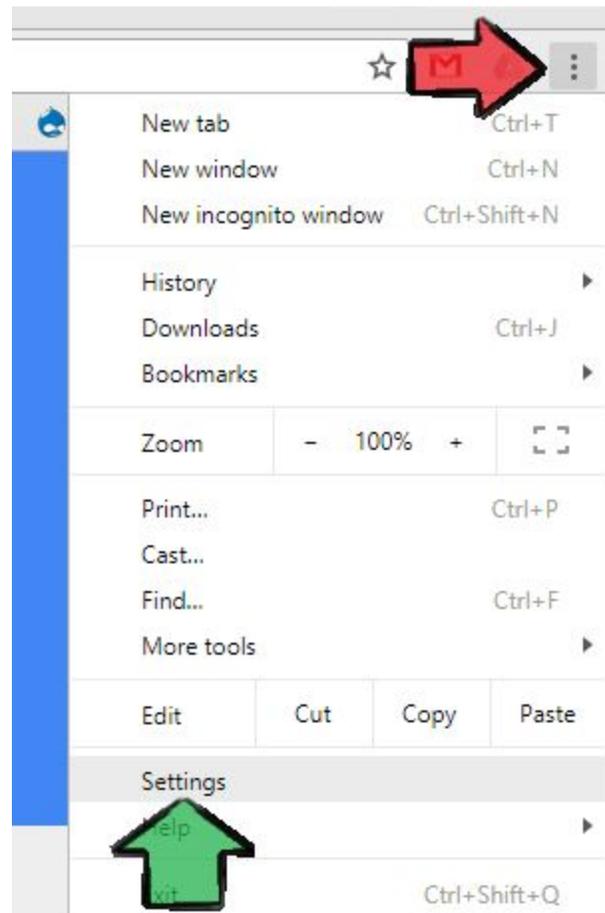


 **HINT:** Profiles can also be created for different users to separate workflows for each staff member or department. Think of separate profiles as separate workstations, with their own settings, bookmarks, column configurations, etc.

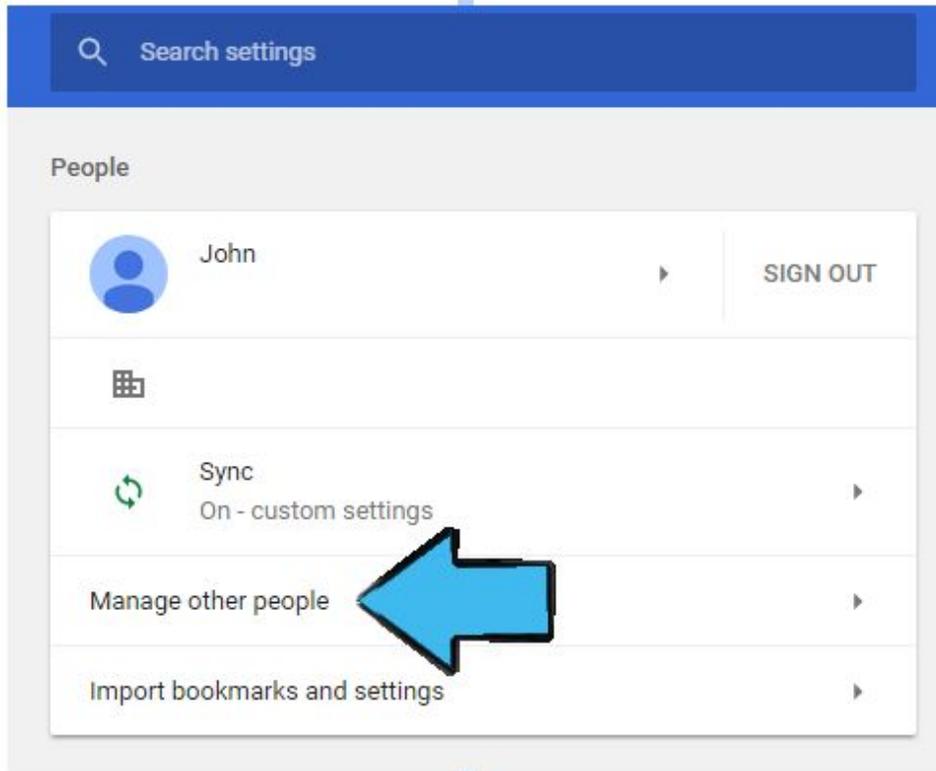


## To create a Google Chrome profile:

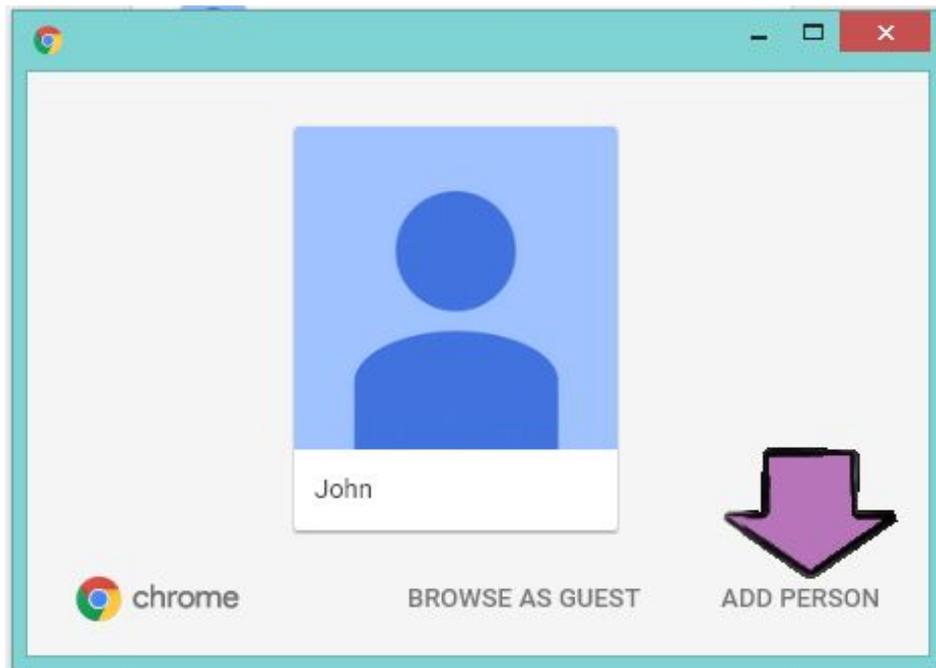
1. Open **Google Chrome**.
2. In the top right hand corner, click the 3 dots, and select **Settings**.



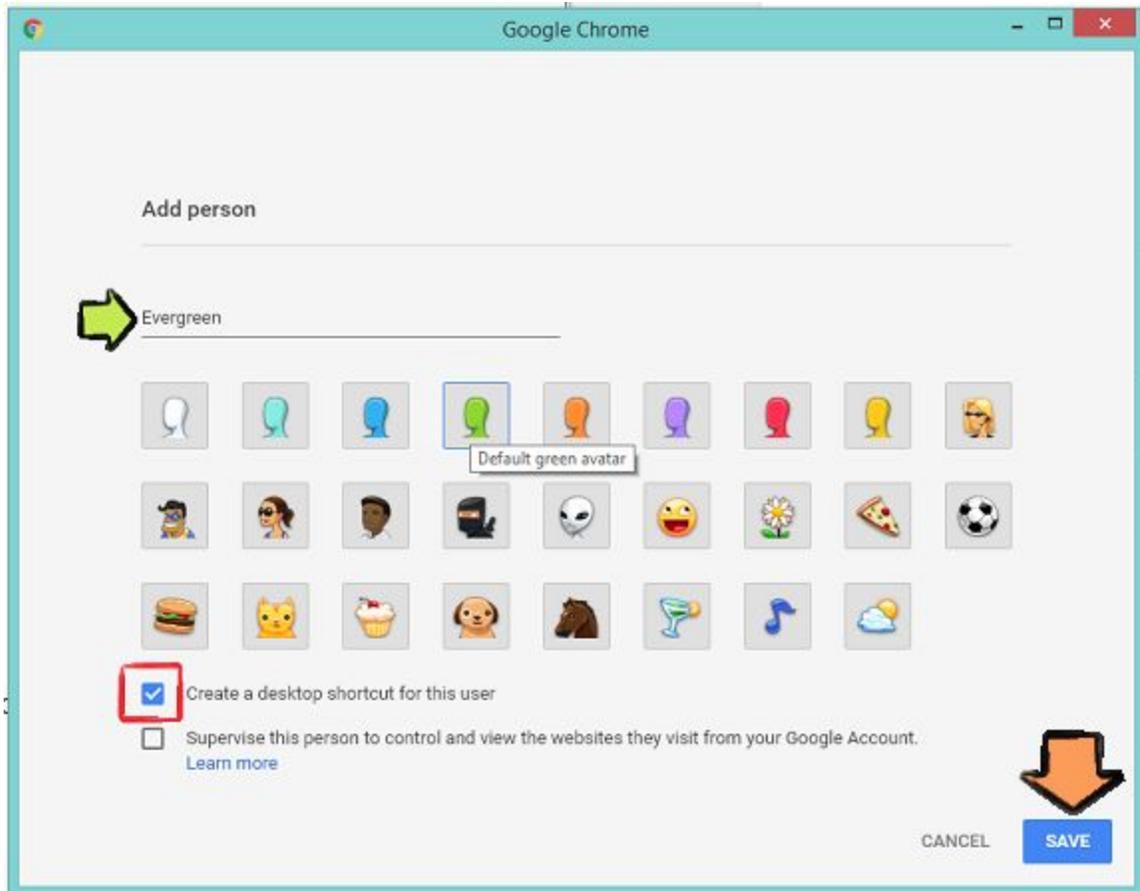
3. Click on **Manage other people** under **People**.



4. A pop-up will appear. Click **Add Person**.



5. Enter in a name for the profile. Here I have named it **Evergreen**.
6. As desired, select a picture for the profile. I've selected *Default green avatar*.
7. Make sure **Create Desktop Shortcut for this user** is checked. This will allow you to easily access the new profile.



8. Click **Save**.
9. After a few seconds, a new browser window will open up for the new user. A desktop shortcut should have also been created for the profile, (as well as the old profile). Accessing your new Evergreen web client is now as simple as double clicking its desktop icon. Your old profile can be accessed by double clicking the other shortcut:



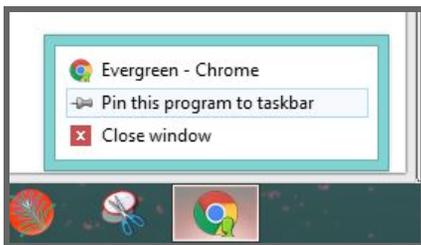
10. You have now successfully created a Google Chrome profile for Evergreen. The new Chrome profile will be a clean slate. Don't forget to register a workstation, create bookmarks and other settings as needed, adjust print templates, (and Hatch), configure columns, etc.

## Pinning Chrome Profiles to the Taskbar



Simply pinning the new profile to the taskbar may lead to issues accessing the old profile. To ensure both profiles can be accessed:

1. Close out of any open Chrome windows.
2. If you currently have any Chrome shortcuts pinned to the taskbar, right-click them, and select **Unpin this program from taskbar**.
3. From the desktop, double-click your everyday browser to open it.
4. Right-click Chrome's icon in the taskbar, and select **Pin this program to taskbar**.
5. Close out of your everyday browser.
6. From the desktop, double-click your Evergreen browser to open it.
7. Right-click its icon in the taskbar, and select **Pin this program to taskbar**.



8. You should now have two Chrome icons on your taskbar. Based on the icon picture, you will know which shortcut takes you to which browser.
9. Arrange the icons as desired, (drag and drop).

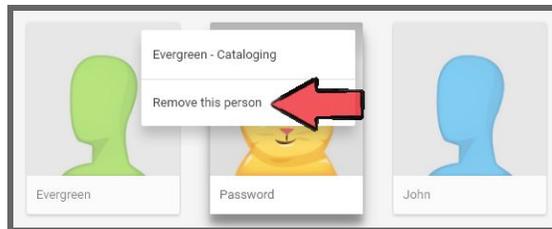
## Deleting a Google Chrome Profile

You can delete a profile if you no longer want to use it. This deletion is permanent; unless connected to a Synced account, all account bookmarks, browsing history, etc will be deleted.

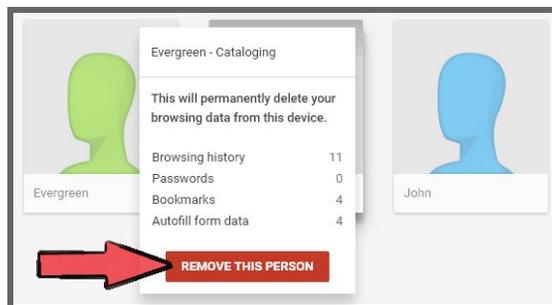
1. Open up Settings (**3 dots > Settings**).
2. Under People, click on **Manage other people**.
3. A pop-up will appear. Hover over the account you want to delete. 3 dots will appear. **Click** the 3 dots.



4. Select **Remove this person**.



5. A summary of the account's history will appear. If you really want to delete it, confirm by selecting the red button, **REMOVE THIS PERSON**.



6. After doing this, Chrome may reload, and no remnants from this profile will remain.

