



JobAid: MyPrint Web Browsers

Browser Selection

As of September 2015, end-users can use any of the browsers (and versions) listed below.


- Internet Explorer Version 11 or higher
- Firefox Version 35 or higher
- Chrome Version 40 or higher
- Safari Latest version. **Note:** Limited application access. Safari will work **only** with the **Customer Access** and **Reservations** modules.

Browser Selection

Because myPrint is a web-based application, it is not recommended to cache files locally. Clearing the cache helps ensure that everything is reloaded and accurate each time a page load takes place.

Clearing the cache assists web browsers work with the latest changes from the application.


Clear the cache in Internet Explorer

1. Click the **Tools icon**  in the upper right hand **corner**
2. Click **Safety** in the drop down list
3. Click **Delete** browsing history in the sub-menu
4. Deselect **Preserve Favorites website data**
5. Click Delete to empty the cache

File Edit View Favorites Tools Help


We'll be doing some routine maintenance on May 31 at 7:00 PM until 10:30 PM.

SharePoint



Home About DES HR & Payroll Facilities Policies & Guides Tech Help Travel & C

Open to all employees!



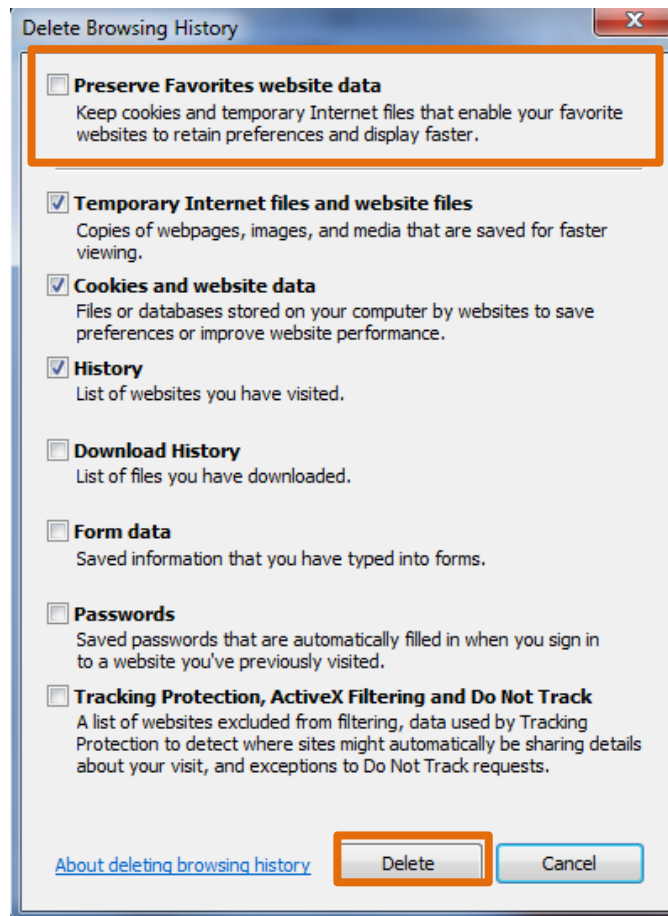
OPEN TO ALL EMPLOYEES
PARTNER TO THE PUBLIC | 2015-2016 BICYCLE TRIP REDUCTION PROGRAM
WSDOT'S BICYCLE TRIP REDUCTION PROGRAM | BICYCLE TRIP REDUCTION PROGRAM
BICYCLE TRIP REDUCTION PROGRAM | BICYCLE TRIP REDUCTION PROGRAM | BICYCLE TRIP REDUCTION PROGRAM

WSDOT Commute Trip Reduction is holding a bike expo open to all employees on May 18 with test rides, instructional sessions, and prize drawings.


[MORE](#)

My Links

You have not created any links.



**Clear the
Cache in
Chrome**

1. Click on the Tools  icon in the upper right corner.
2. Click on **history**
3. Click **Clear browsing data**
4. Select Timeframe you wish to delete
5. Click **Clear browsing data**



















Chrome

- History
- Extensions
- Settings
- About

History

Thursday, August 20, 2015

- 2:03 PM  Getting Started www.google.com
- 2:01 PM  HTML font tag www.w3schools.com
- 2:01 PM  ITSM Solution for ETS - ESP Transition Management sp.des.wa.gov
- 2:01 PM  Washington State DES (Prod) esp.des.wa.gov
- 2:01 PM  Expectations - All Documents sp.des.wa.gov
- 1:59 PM  html font color - Bing www.bing.com
- 1:59 PM  HTML color codes and names www.computerhope.com
- 1:58 PM  Maestro 5.0 gm1.geolearning.com
- 1:58 PM  Business Skills Training at lynda.com www.lynda.com
- 1:58 PM  Cisco Content Security Management Appliance M680 (junkmail.wa.lcl... junkmail.wa.lcl...
- 1:58 PM  CTS Intranet intranet.cts.wa.gov
- 1:58 PM  Washington State DES (Prod) esp.des.wa.gov
- 1:58 PM  Change Management stage-des
- 1:58 PM  Transact | Consolidated Technology Services applications.dis.wa.gov
- 1:58 PM  HR SPA apps.cts.wa.gov
- 1:58 PM  <http://myhr.wa.gov/jsp/directories/directories.jsp?ch/B...>

Clear browsing data ✕

Psst! Incognito mode (Ctrl+Shift+N) may come in handy next time.

Obliterate the following items from:


- Browsing history
- Download history
- Cookies and other site and plug-in data
- Cached images and files
- Passwords
- Autofill form data
- Hosted app data
- Content licenses

the past hour
the past hour
the past day
the past week
the last 4 weeks
the beginning of time

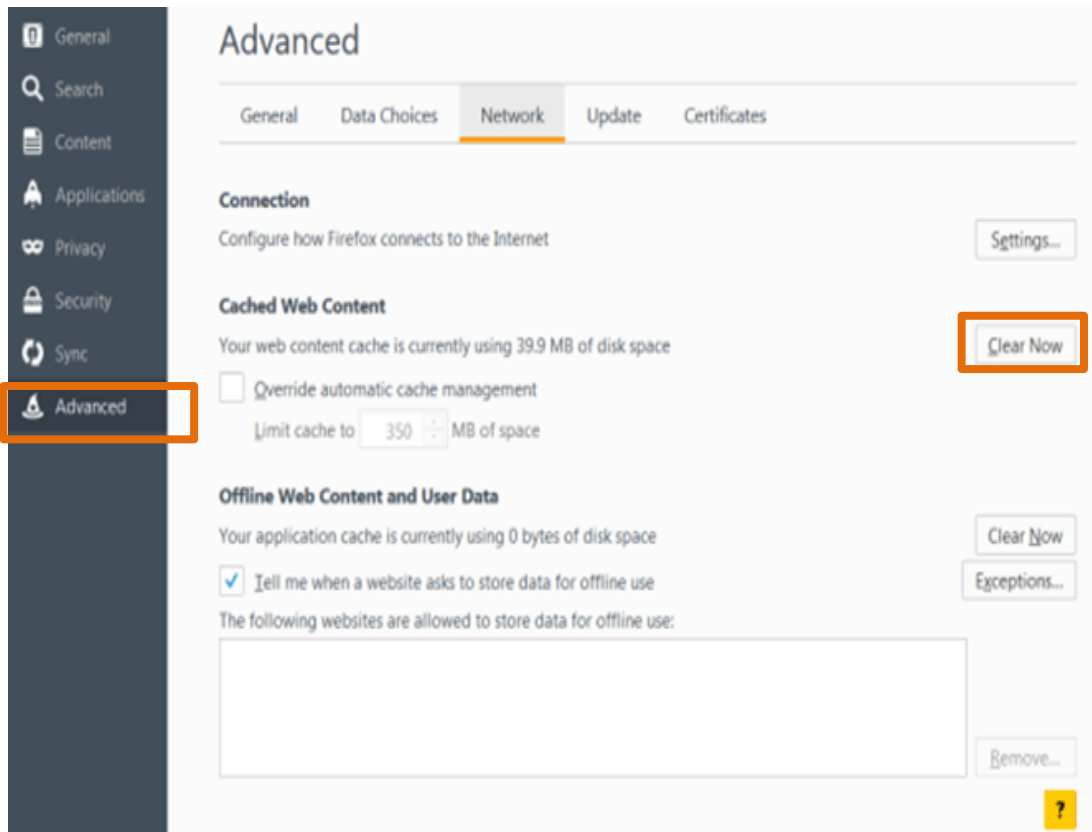
[Learn more](#) Clear browsing data Cancel

Saved [content settings](#) and [search engines](#) will not be cleared and may reflect your browsing habits.

**Clear the
cache in
Mozilla
Firefox**

1. Click on the **Open Menu**  button in the top right corner
2. Click on the **Options** button 
3. Click **Advanced** in the left navigation menu
4. Click **Clear Now** next to “**Cached Web Content**”





The screenshot shows the Firefox Advanced settings page, specifically the Network tab. The left sidebar contains a list of settings categories: General, Search, Content, Applications, Privacy, Security, Sync, and Advanced. The 'Advanced' category is highlighted with an orange box. The main content area is titled 'Advanced' and has sub-tabs for General, Data Choices, Network (selected), Update, and Certificates. Under the 'Network' tab, there are three sections: 'Connection', 'Cached Web Content', and 'Offline Web Content and User Data'. The 'Cached Web Content' section is highlighted with an orange box and contains a 'Clear Now' button, also highlighted with an orange box. The 'Offline Web Content and User Data' section contains a 'Clear Now' button and an 'Exceptions...' button. A 'Remove...' button is located at the bottom right of the list of allowed websites. A yellow question mark icon is visible in the bottom right corner of the settings panel.

- **Application Timeout** – The timeout for the application has been set to 60 minutes.
- **Back Button** - Remember to never use the browser “back” button. This can cause you to time out early, have error messages, or return to an unexpected page.
- **Full-Screen Mode** – to avoid accidentally using the browser’s back button use the F11 button found at the top of the keyboard. To return to the regular screen mode simply use F11 again. You can also mouse over the top of the window to access controls.
- **Printing** – You can right click and select “**Print**” to print from any screen in the application. You can also use “**File**→**Print**” to print any screen. Some screens also offer the option to print entire work orders, purchase orders, etc.
- **Browser Security** – Remember when using a web browser you should always sign out of the application and then close the browser window. This helps protect DNR data against hackers.
- **Searching within the browser** – Use the keyboard combination “**CNTRL+F**” to bring up the web browsers find feature. You can then search on works that are the label of the field you are looking for such as “**Key Code**” and the browser will take you to all the places in the web screen with “**Key Code**”.