



## OMARA Portal guide

### Microsoft Edge – Understanding Autocomplete

If you are using Microsoft Edge as your browser, the Autocomplete feature is enabled by default. This means that when you select a text box on a form, you will see a list of possible matches from entries which have been typed previously.

What was your relationship to the agent?

Client

Associate

You can then select the entry you want, or if none of the suggestions matches what you are typing, you can continue typing into the text box.

In some instances multiple fields are updated in one action, so if you are asked for your contact details, you can select your record (picture 1) and all the contact fields are automatically completed (picture 2).

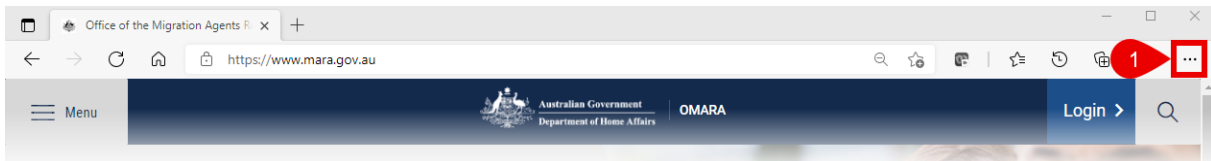
1	2
<p>Title</p> <input type="text"/>	<p>Title</p> <input type="text"/>
<p>Family Name *</p> <input type="text"/> <div><div>Chukwudi Okagbue</div><div>ChukwudiOkagbue@rhyta.com</div><div>+27848755612 1539 Robertson Ave, Roedtan, 0580</div></div> <p>Manage addresses</p>	<p>Family Name *</p> <input type="text" value="Okagbue"/>
<p>First Name *</p> <input type="text"/>	<p>First Name *</p> <input type="text" value="Chukwudi"/>
<p>Second Given Name</p> <input type="text"/>	<p>Second Given Name</p> <input type="text"/>
<p>Address1</p> <input type="text"/>	<p>Address1</p> <input type="text" value="1539 Robertson Ave"/>
<p>Address 2</p> <input type="text"/>	<p>Address 2</p> <input type="text"/>
<p>Address 3</p> <input type="text"/>	<p>Address 3</p> <input type="text"/>
<p>Suburb</p> <input type="text"/>	<p>Suburb</p> <input type="text" value="Roedtan"/>
<p>State</p> <input type="text"/>	<p>State</p> <input type="text"/>
<p>Post Code</p> <input type="text"/>	<p>Post Code</p> <input type="text" value="0580"/>

## Turn off Autocomplete

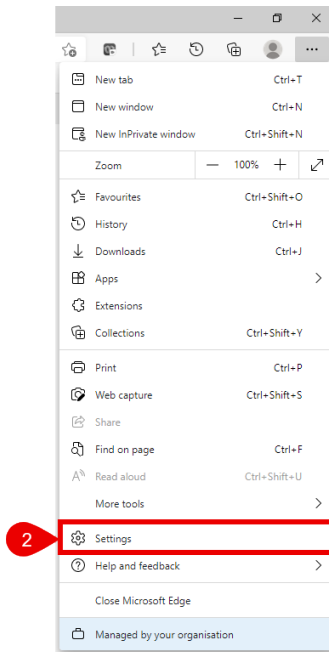
If this feature is distracting, you can turn it off.

To turn off the Microsoft Edge Autocomplete functionality:

1. From within Microsoft Edge browser, select the **Settings and more** option on the toolbar.

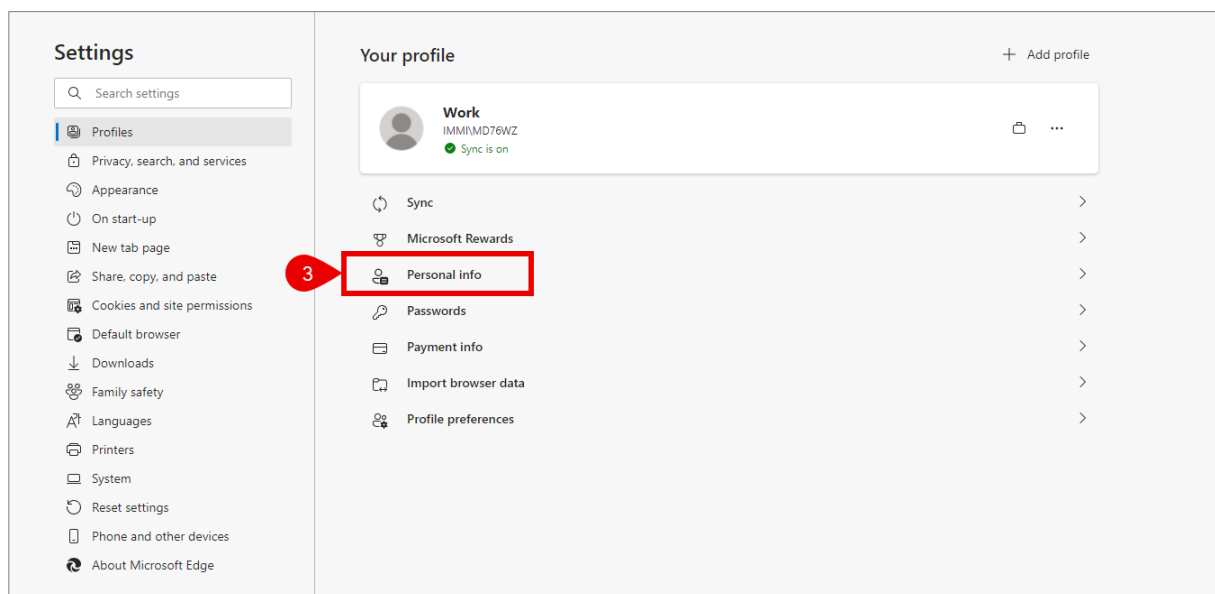


A menu displays.



2. Select **Settings**.

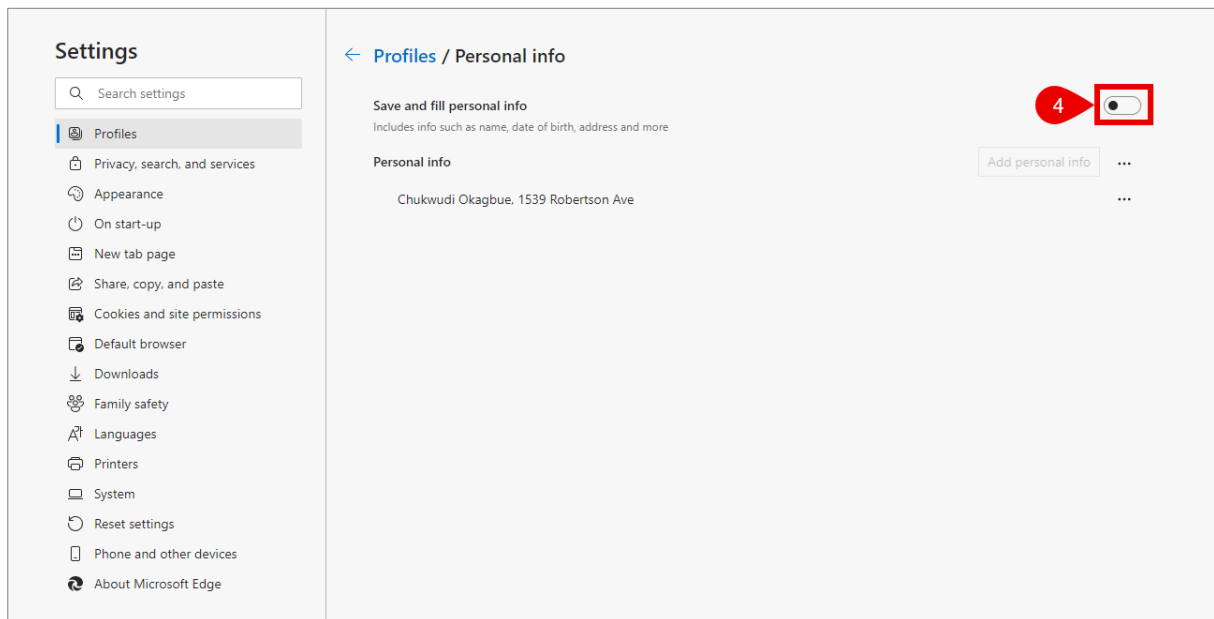
The **Settings** screen opens at the **Profiles** page.



3. Select **Personal Info**.

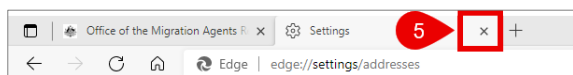
If you are using an older version, there will not be a **Personal Info** option. Select **Addresses and More** instead.

The **Profiles / Personal info** (or **Addresses and more**) screen displays.



4. Turn off the option to **Save and fill addresses**.

5. Close the settings tab.



The functionality no longer operates.