

Step-by-Step Guide

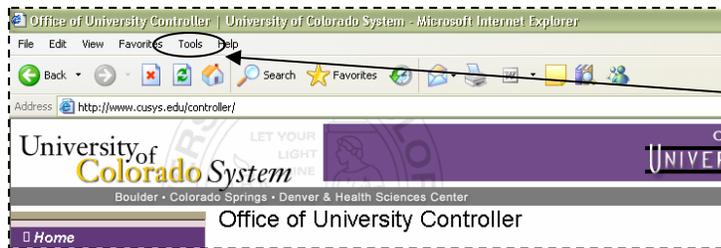
Clearing Cache

What is cache?

Cache is a temporary memory-access area for the computer to recall frequently- and recently-accessed data. Storing the data in this manner speeds up the operation of the computer since it takes less work to retrieve the data from the cache than from the main memory.

To clear cache

Open Internet Explorer. *Note: Cache needs to be cleared outside of the Finance System or Reporting System. This example uses the Office of University Controller (OUC) web site as the home page, but you can be on any web site.*



Click Tools on the Internet browser's tool bar. From the list that appears, select "Internet Options..."

In the Internet Options window, you will be on the General tab.

Click the DELETE COOKIES button.

A message will appear, stating: "Delete all cookies in the Temporary Internet Files folder?" Click OK.

Wait for a minute until the Internet Options window reappears and your cursor is an arrow.

Now, click the DELETE FILES button.

A message box will appear stating: "Delete all files in the Temporary Internet Files. You can also delete all your offline content stored locally."

Put a checkmark in the box to "Delete all offline content," and then click OK. *This process may take several minutes to complete.*

When the Internet Options window reappears and your cursor returns to its arrow shape, click OK in the lower right corner of the Internet Options box.

Your machine cache has now successfully been cleared.

Note: These instructions are for Internet Explorer 6.0. See the Step-by-Step Guide on Getting Ready for Reporting to learn how to check your browser version.