



## Clearing Your Internet Cache

What is “cache?” Cache is a small data-memory storage area in your computer, which browsers use to avoid re-downloading/accessing the same image or file each time it’s called for. A cache server (cache engine) is a server relatively close to Internet users that saves (caches) Web pages and possibly FTP and other files that all server users have requested so that successive requests for these pages or files can be satisfied by the cache server rather than requiring the use of the Internet. A cache server not only serves its users by getting more information more quickly, but also reduces Internet traffic.

When system migrations are done for PeopleSoft, cache is rebuilt. But in-between migrations, it may be necessary for each individual user of the system to clear the cache at their workstation as well.

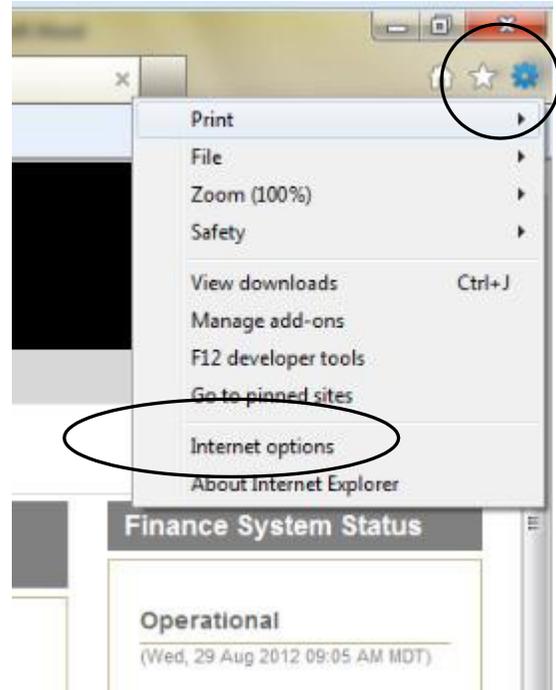
**It is suggested that you clear your cache periodically, e.g. at least once a month (once a week would be preferable).** If you’ve never cleared your cache at your workstation, the first time you do this may take a while. You may want to start the process just before leaving for lunch.

**This document details how to clear your cache using Internet Explorer. If you use a browser other than Internet Explorer, please check your browser help menu.**

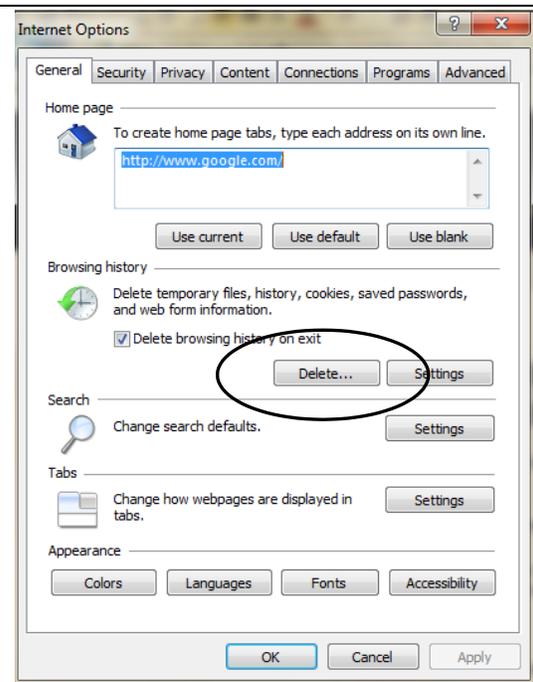
When clearing your cache, you can have only one Internet Explorer window open. Close all but one Internet Explorer windows before executing the process.

Proceed to page 2 to clear your Internet Explorer cache (6-step process).

1. Click on Tools 
2. Select Internet options

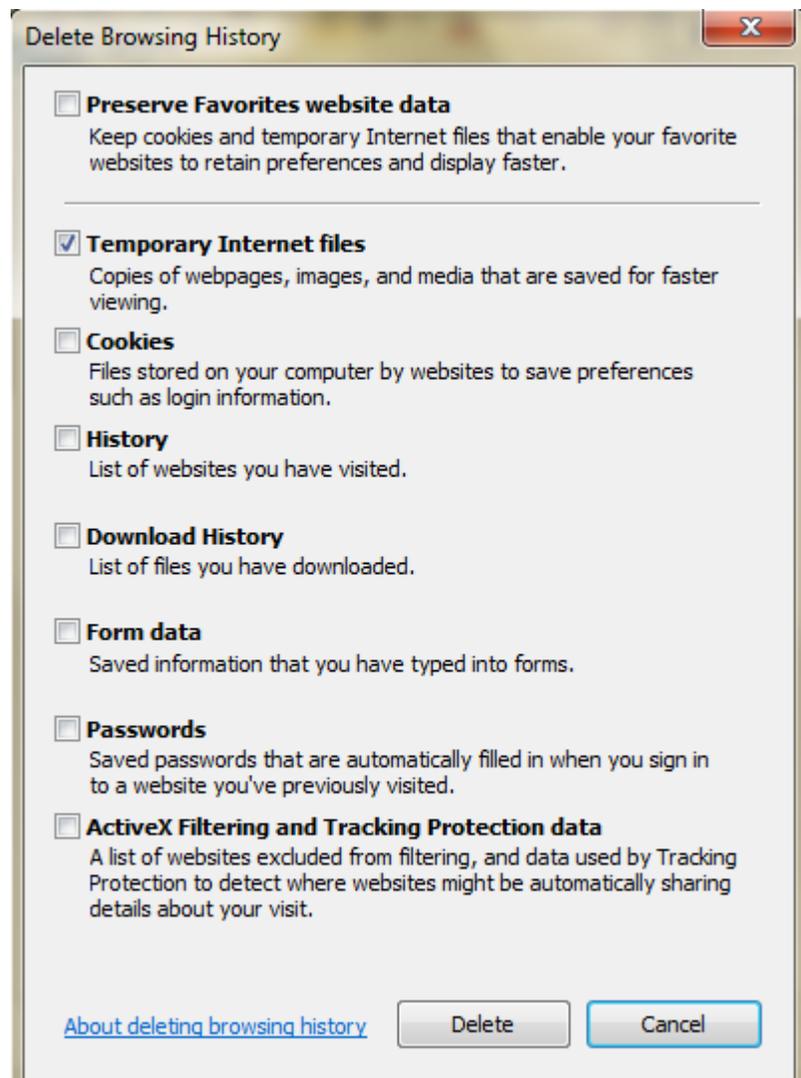


3. Select  in the Browsing history section



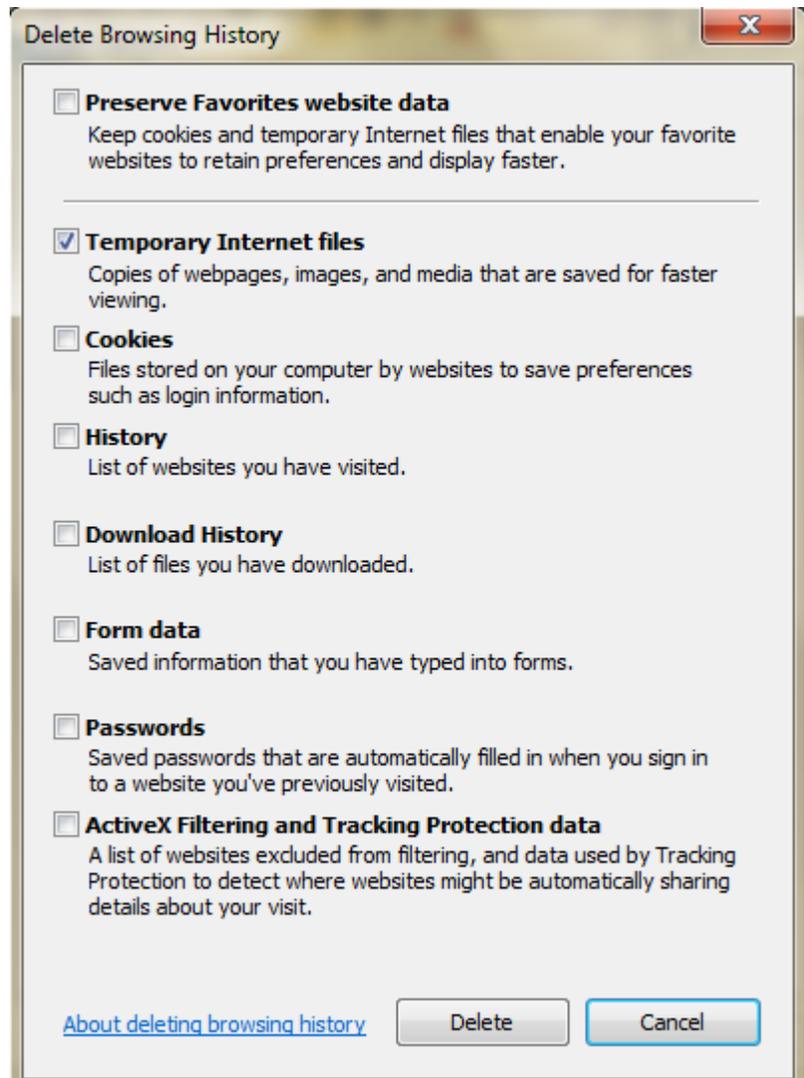
4. Windows Internet Explorer stores the following types of information when you browse the web:

- Temporary Internet files
- [Cookies](#)
- A history of the websites you've visited
- Information that you've entered into websites or the Address bar, such as your name, address, and the website addresses that you've visited before
- Saved web passwords
- Temporary information stored by browser add-ons



5. To delete all or some of your browsing history

- Select the check box next to each category of information you want to delete
- Note: If you don't want to delete the cookies and files associated with web sites in your favorites list, select the Preserve Favorites web site data check box
- Select the check box next to each category of information you want to delete
- Click 



6. When deletion is completed, you will receive a message similar to this. Close this pop-up; close the Internet Options web page

