

How to Clear Cache Files in Internet Explorer

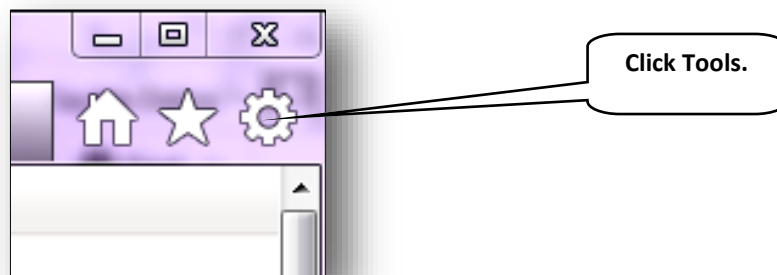
Important to Do This if You Use PeopleSoft

This Job Aid shows how to clear or delete the cache files in your Internet Explorer browser. This is important to do on a regular basis, if you use PeopleSoft applications (eProcurement , Time & Labor, Expenses, Budget Reports, PARs, etc.). When using PeopleSoft apps, they tend to load up your computer with a lot of temporary Internet files and cookies. If you don't get rid of those regularly, they can collect in your hard drive and start to gum up the works, so to speak. Your computer would become sluggish, and you might start to see weird errors popping up.

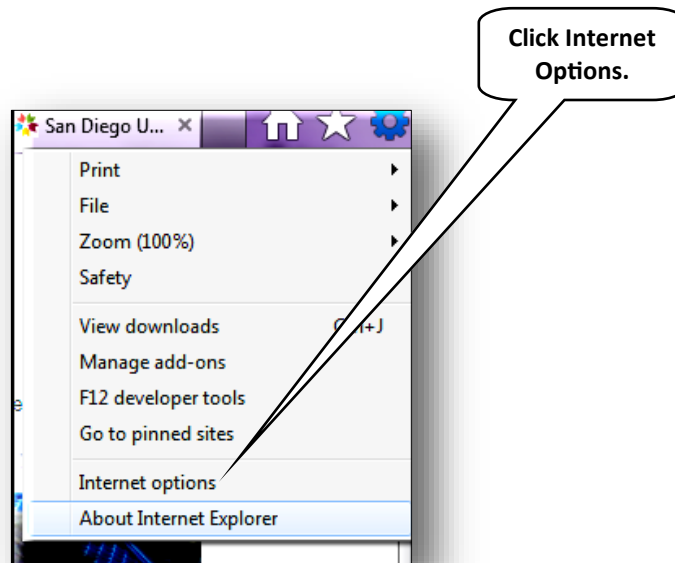
It is especially important to clear your cache files right before you start to use any or our PeopleSoft Training Videos, too.

You should clear out your cache files at least once a week.

1. Launch your Internet Explorer browser. The illustrations here were taken using Windows 7 and Internet Explorer 9, but any version of IE is fine. In the upper right corner, click the Tools icon, that looks like a wheel-gear:



2. Choose **Internet Options**

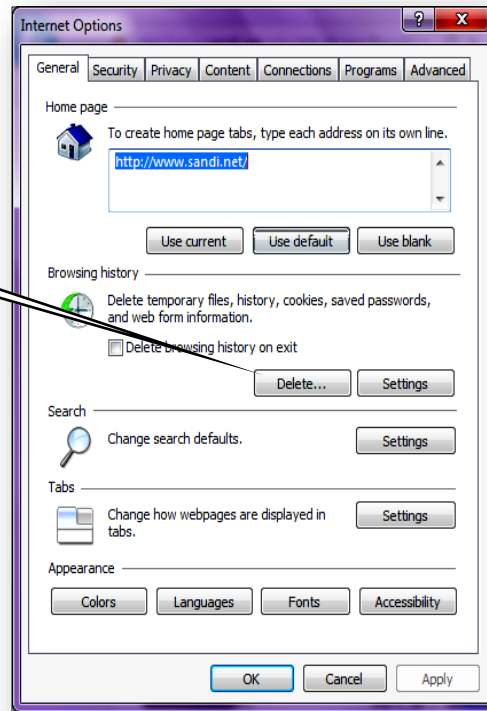


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3. Click **Delete**.

Click Delete

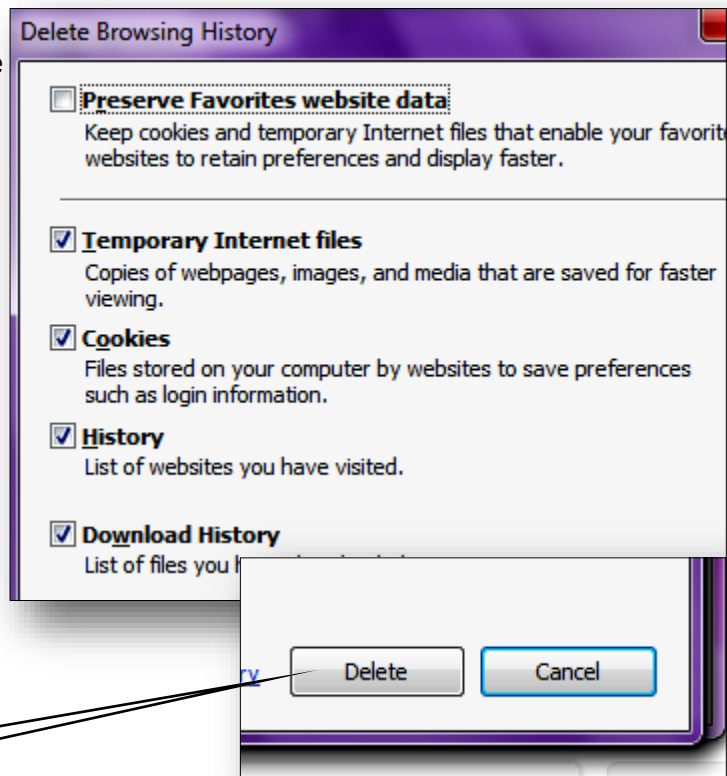


4. Make sure the **Preserve Favorites website data** is **UNCHECKED**. Then make sure there **ARE** checkmarks for **Temporary Internet files, Cookies, History, and Download History**.



Then, click the **Delete** button at the bottom.

It might take a few seconds or several minutes to complete deleting the cache. When done, just close the window.



Click Delete