

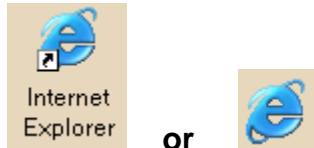
Deleting Internet Cache files & Cookies

When UH refreshes databases and have made table changes, it is important to delete the internet cache files and cookies on your computer in order for the database to respond correctly. The cache files are the temporary files that PeopleSoft stores on your computer to make transactions process faster.

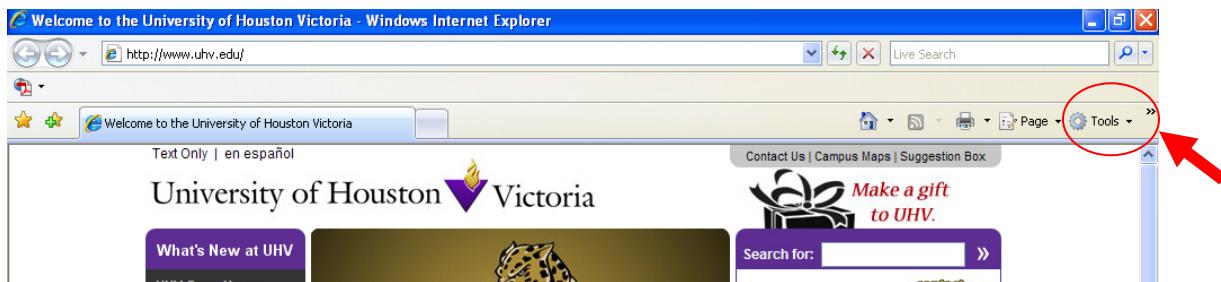
This is the step by step procedure to delete the files on you computer

(Make sure you are logged out of PeopleSoft):

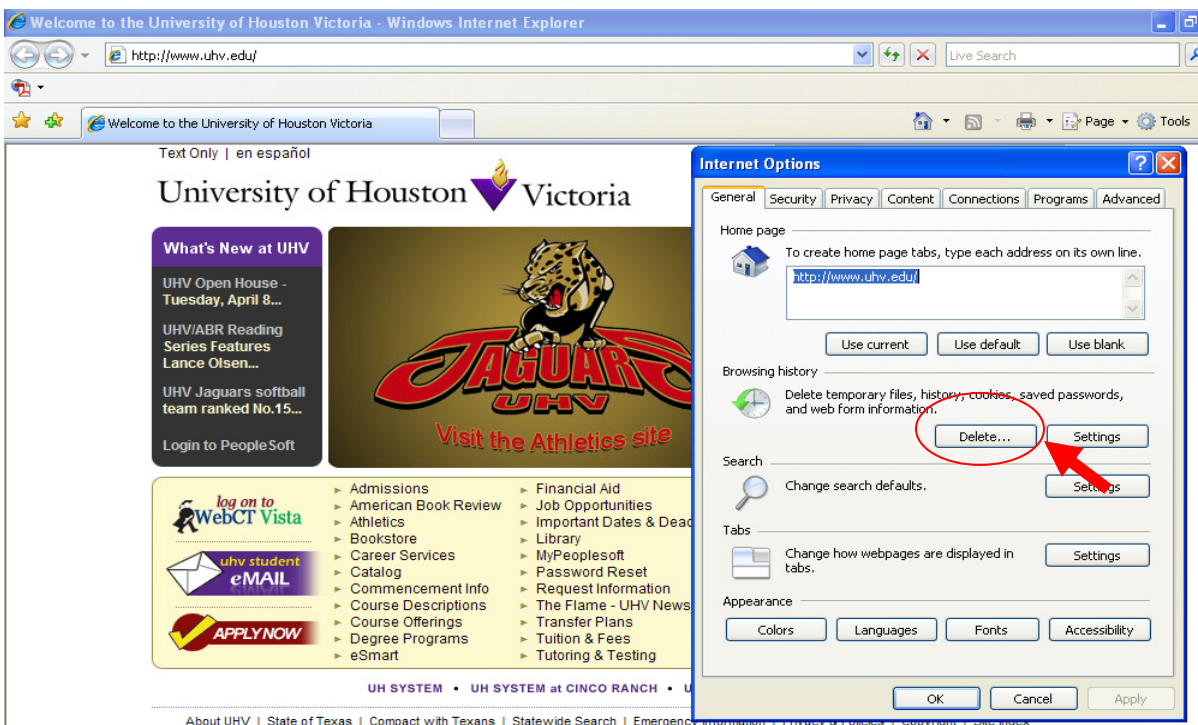
1. Click on Internet Explorer to open Explorer on your desktop



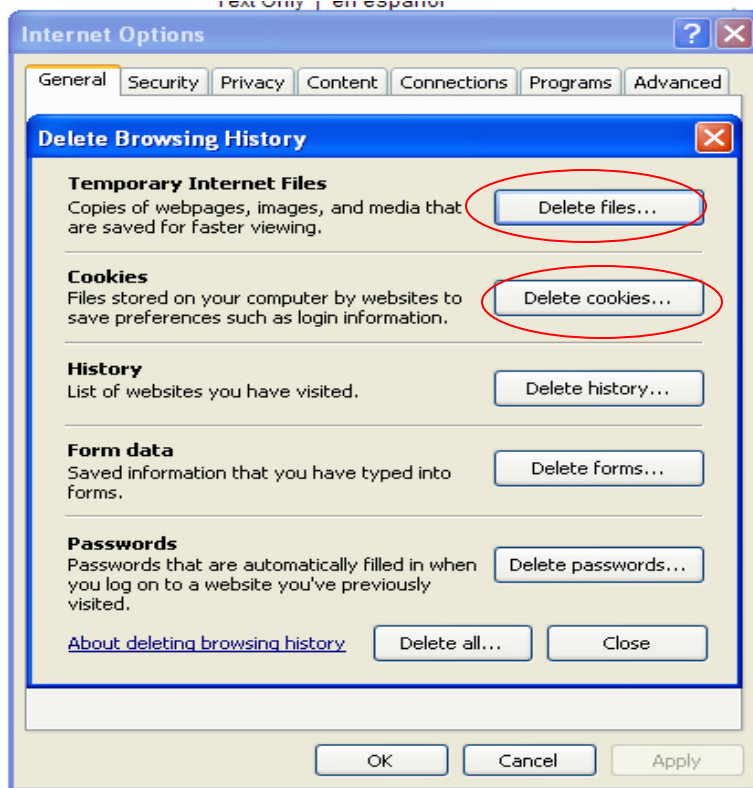
2. from whatever page you are on: Select Tools, Internet Options...



3. Under General Tab – Select Delete



4. Select Delete Files on Temporary Internet Files and Cookies



5. To exit select the “X” and “OK” buttons

