Additional Resources Training
Clearing Cache

Overview:

Understanding the Clearing Internet Cache and Cookie Files Process

In order for the OMNI applications (powered by PeopleSoft) to work in the most efficient manner, it will be necessary for you to periodically clear your cache files (the temporary files stored by your browser on your computer) and cookie files (files that store user preferences for internet browsing). The frequency of clearing these files will depend on how often and how extensively you use the OMNI applications.

Internet Explorer is the preferred browser for OMNI. This tutorial only describes the clearing cache process for Internet Explorer.

As you browse the web, Internet Explorer stores information about the websites you visit and information that you're frequently asked to provide (for example, your name and address). The following is a list of the type of information that Internet Explorer stores:

- Temporary Internet files
- Cookies
- A history of the websites you've visited
- Information that you've entered into websites or the Address bar (this is referred to as *saved form data* and it includes things such as your name, address, and the website addresses that you've visited before)
- Passwords
- Temporary information stored by browser add-ons

Both cleaning your temporary Internet files directory and deleting cookies is a very simple process. This process takes place within the Internet Explorer (IE) window. *Note:* Internet Explorer is the browser of choice when using the OMNI applications.

Even outside of OMNI, it is best practice to periodically clean out your Temporary Internet Files and Cookies. These directories can potentially become very large in an extremely short amount of time and can interfere with the proper working of your computer.

Procedure

Scenario:
In this topic, you will learn the steps to clearing Internet cache in the Internet Explorer browser.

Internet Explorer is the preferred browser for OMNI.

Step	Action
1.	From within your Internet Explorer window, locate the **Tools** button.
	In some versions of IE (Internet Explorer) the Tools button may appear in a different location along the top menu bar.
	Click the **Tools** button.
2.	Click the **Internet Options** list item.
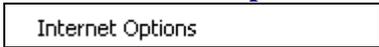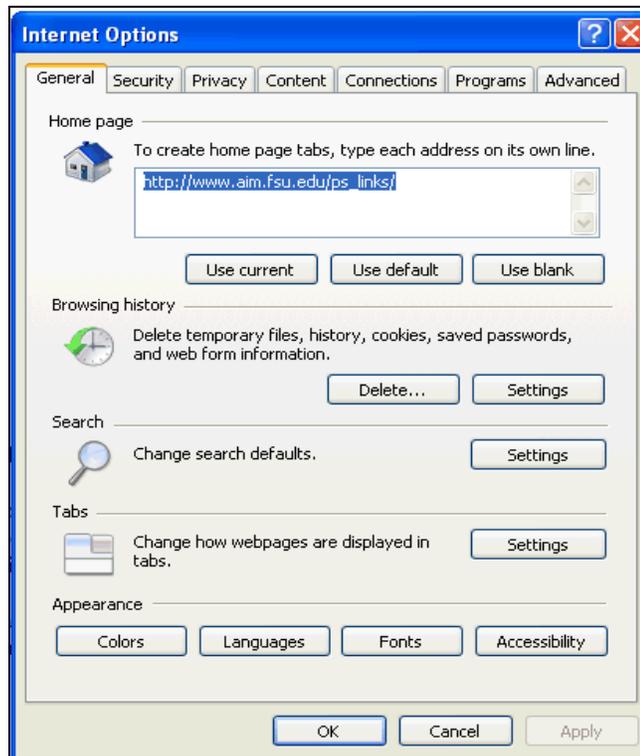
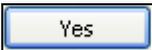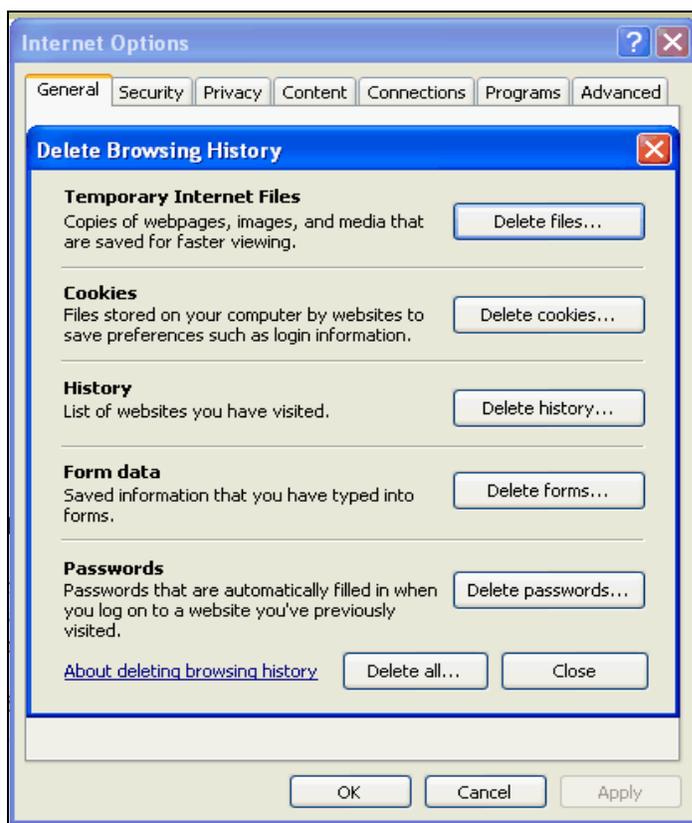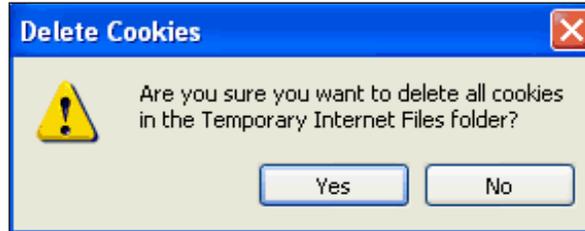| Step	Action
3.	In the **Browsing History** section, click the **Delete** button.

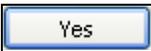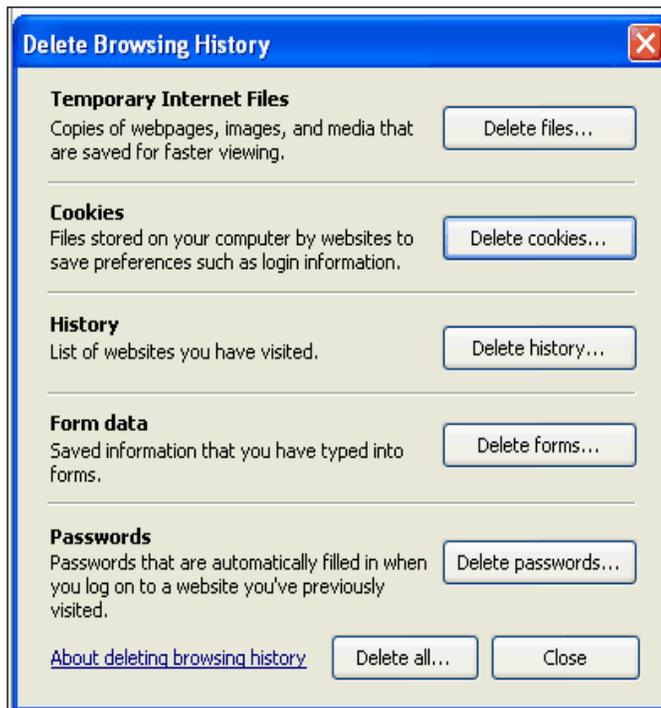| Step	Action
4.	Click the **Delete files...** button.
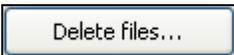
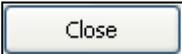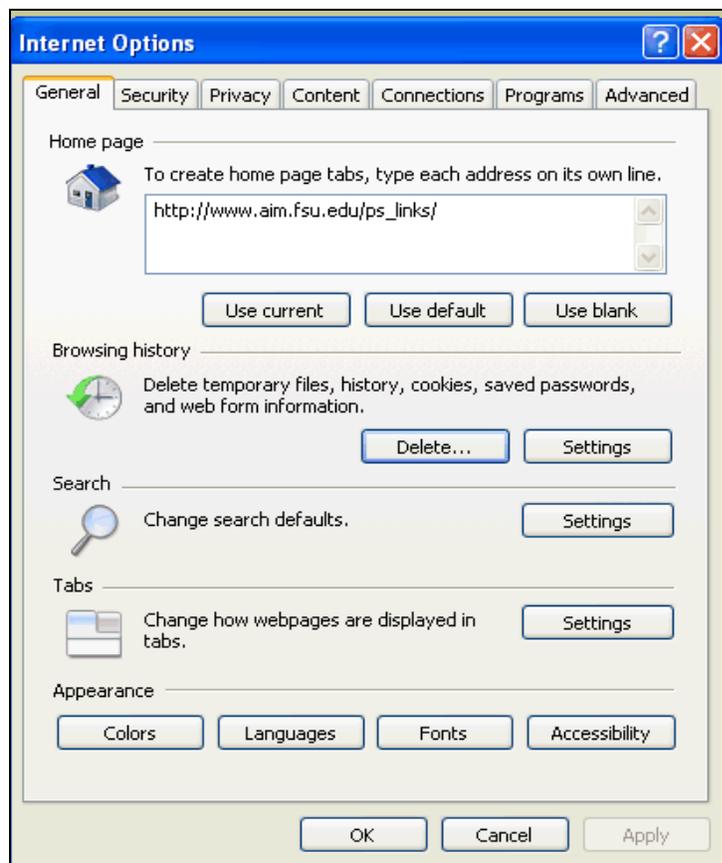| Step	Action
5.	Click the **Yes** button.

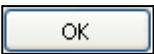| Step	Action
6.	Click the **Delete cookies...** button.

Step	Action
7.	Click the **Yes** button.

Step	Action
8.	You have now cleared the Temporary Internet Files and Cookies. You may want to also clear History, Form Data, and Passwords. This is not a required step, but is good housekeeping to do periodically. To delete all sections, click the **Delete all...** button. Deleting all browsing history does not delete your list of favorites or subscribed feeds. It only deletes temporary files, browsing history, cookies, saved form information, and saved passwords. To exit this window, click the **Close** button. Close

Step	Action
9.	Click the **OK** button. OK
10.	After clearing cache, close the Internet browser window to clear cookies that are still in memory from your current browsing session. Then, open a new window before attempting to log into OMNI.

Step	Action
11.	**Congratulations!** You have completed this topic. **End of Procedure.**