

Clearing Browser Cache

IMS Project Portfolio Management & Delivery

Clearing Browser Cache / Version 2 / April 2017

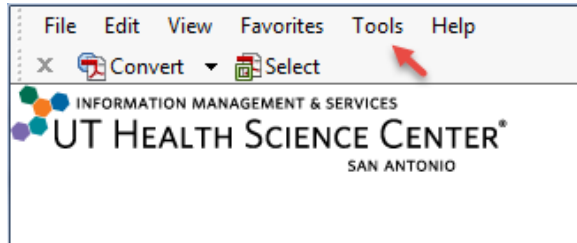


Table of Contents

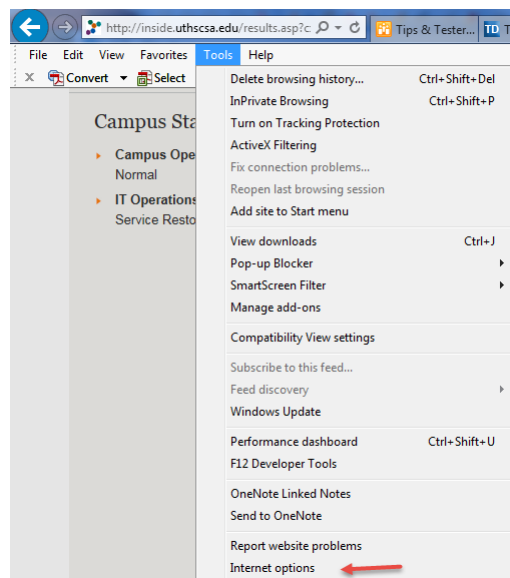
| | |
|--|----|
| Clearing Cache on Internet Explorer..... | 3 |
| Clearing Cache on Firefox | 5 |
| Clearing Cache on Chrome..... | 6 |
| Clearing Cache on Safari | 9 |
| Clearing Cache on Microsoft Edge | 10 |

Clearing Cache on Internet Explorer

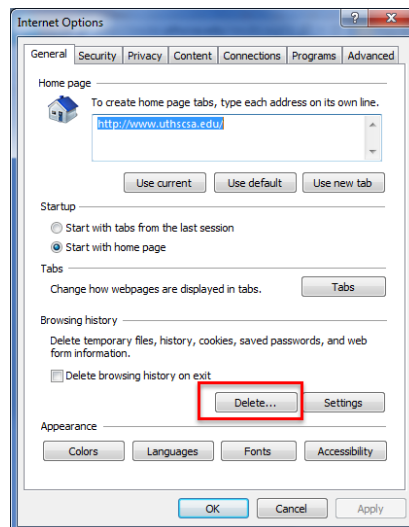
1. Open an Internet Explorer browser, click on the **Tools** menu option at the top left of the page.



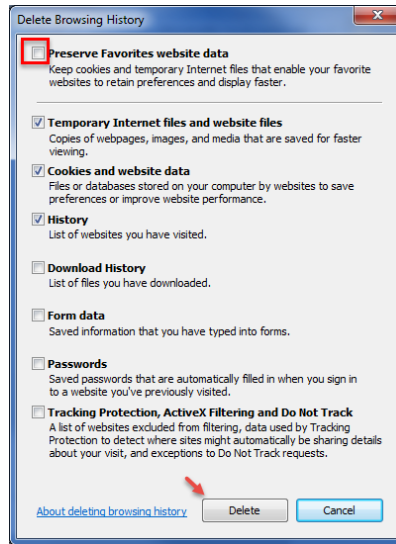
2. Click on **Internet Options** at the bottom of the menu list.



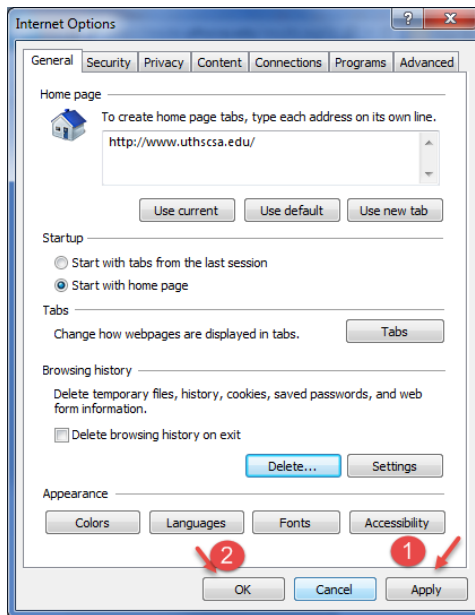
3. Click on the **Delete** button under Browsing History



- The first box **“Preserve Favorites website data”** should **not** be checked, click **Delete** at the bottom right corner.



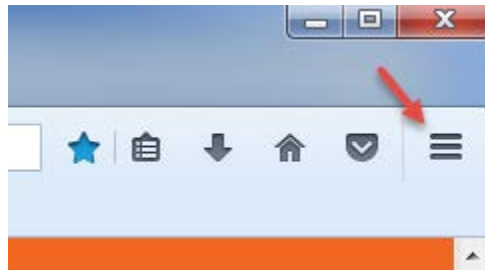
- When routed back to the Internet Options page, click Apply (if applicable) then click OK



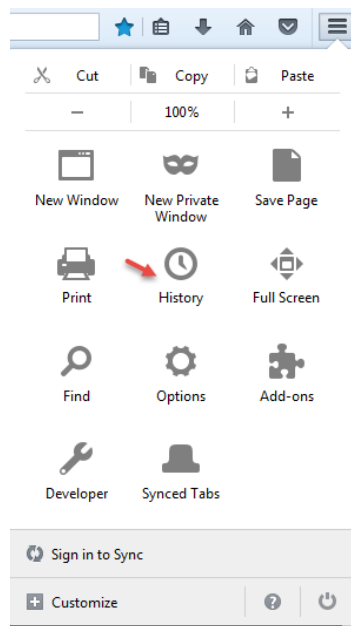
Note: Give the system a minute after clearing the cache then proceed with opening an application.

Clearing Cache on Firefox

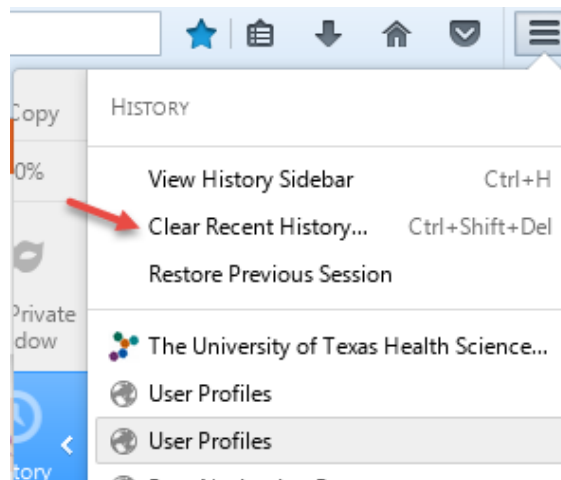
1. Click on the three **horizontal lines** just below the red X at the top right corner of Firefox



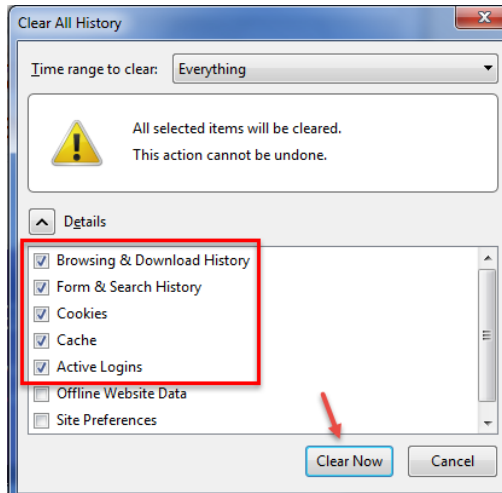
2. Click **History** located in the center of the page



3. Click **“Clear Recent History...”**



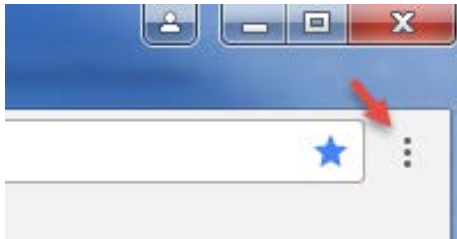
4. Verify the first five boxes are checked
5. Click Clear Now



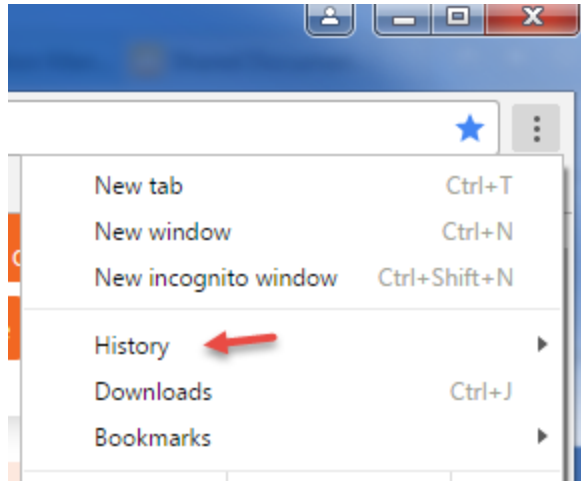
Note: Give the system a minute after clearing the cache then proceed with opening an application.

Clearing Cache on Chrome

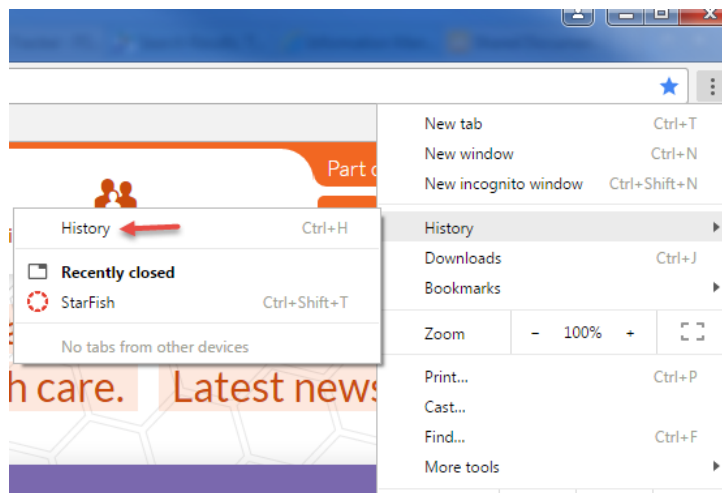
1. Click on the three **horizontal dots** located under the X at the top right corner



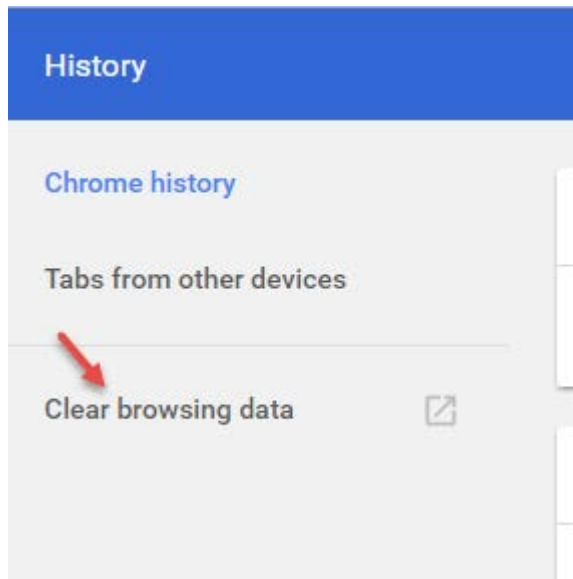
2. Hover over **History** fourth option down



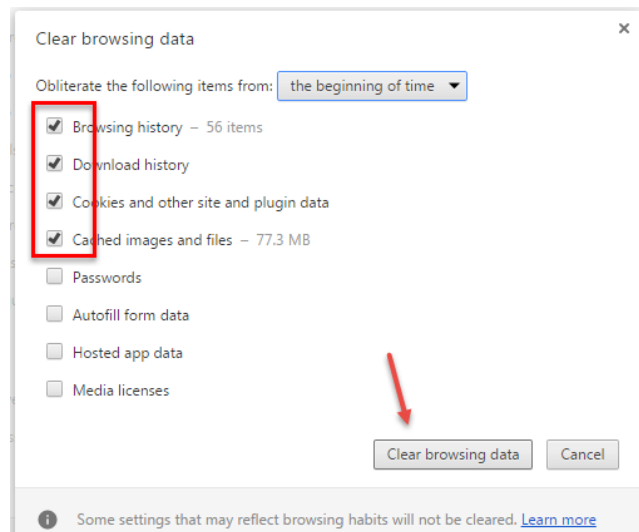
3. Click **History** on 2nd pop-up



4. Click **Clear browsing data**



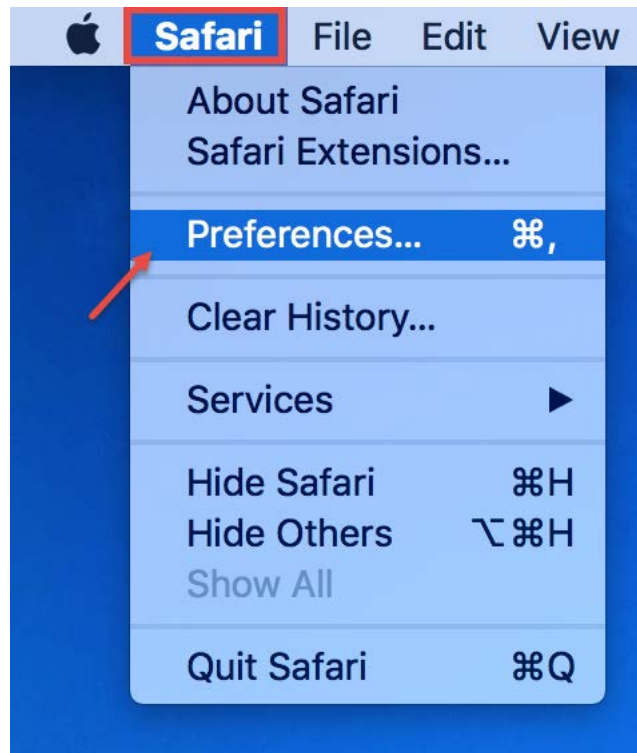
5. Verify the first four boxes are checked
6. Click **Clear browsing data**



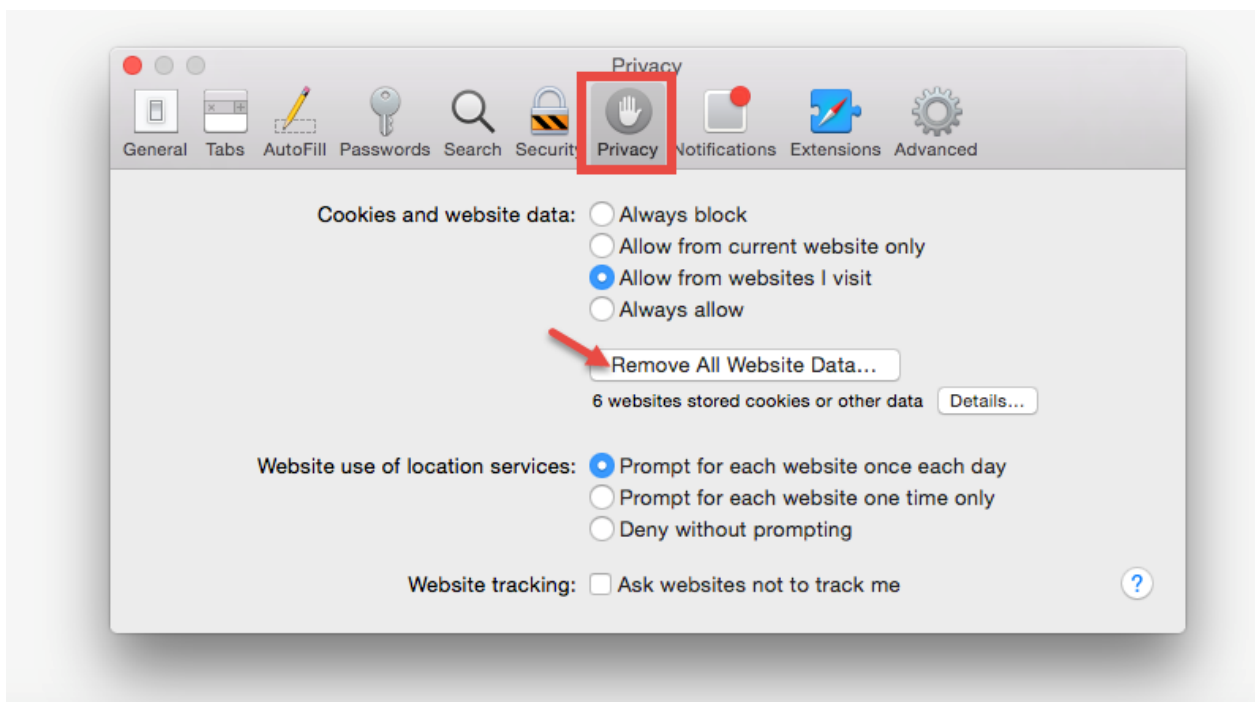
Note: Give the system a minute after clearing the cache then proceed with opening an application.

Clearing Cache on Safari

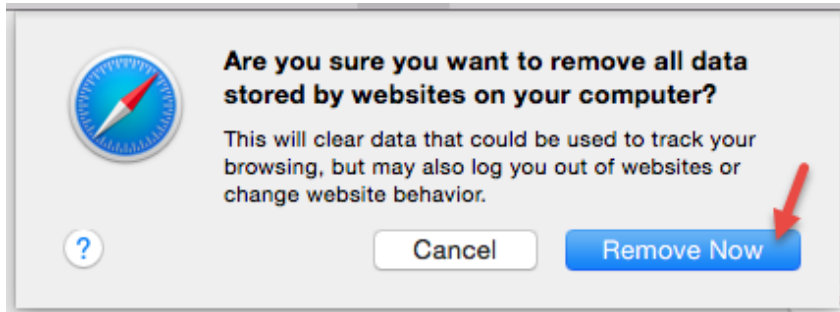
1. Click **Safari** in the upper left hand side of your screen, then click **Preferences**.




2. In the window that appears, click the **Privacy** tab. Click the button **Remove All Website Data...**

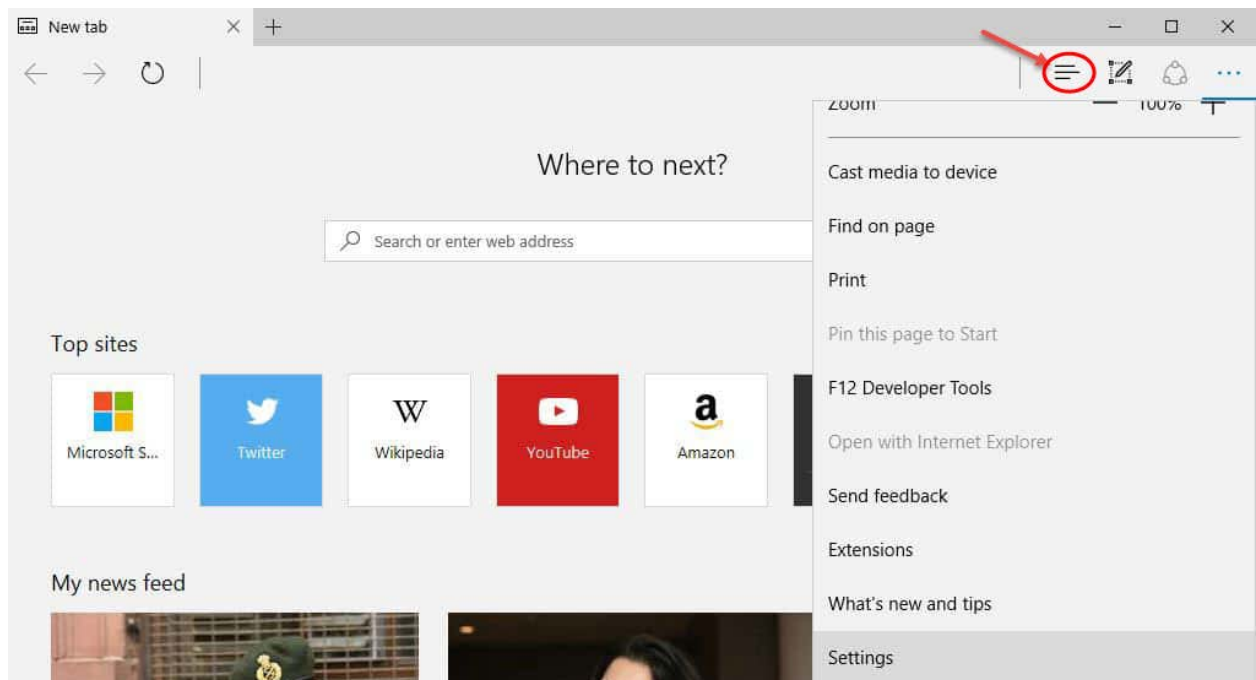


3. If prompted by a popup window click **Remove Now**.

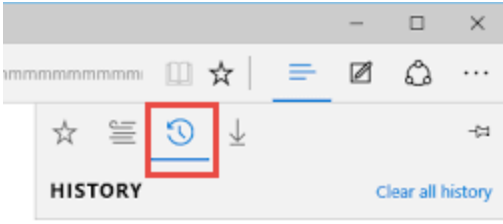


Clearing Cache on Microsoft Edge

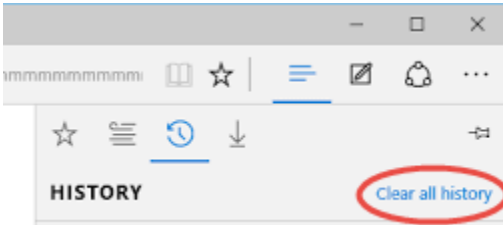
1. Click the **Hub icon** 



2. Click the **History icon**  .



3. Click the link labeled **Clear all history**



4. Check the **Cached data and files** check box then click **Clear**.

