



**SAN DIEGO STATE
UNIVERSITY**

**SDSU HCM 8.9 Training Guide
Delete Cache**

Last Revised: 07/31/2006

DRAFT

REVISION CONTROL

Document Title: HCM 8.9 Training Guide: Delete Cache
Author: Theresa Chan
File Reference: SDSU HCM 8.9_Delete Cache.doc

Date	By	Action	Pages
07/31/2006	Theresa Chan	First draft.	All

Review/Approval History

Date	By	Action	Pages

Table of Contents

	Page
Introduction	1
Process Prerequisites/Assumptions	1
Processing Steps	2
Step 1: Close all browser.....	2
Step 2: Delete Cache using Microsoft Internet Explorer 6.0 Tools	2
Tools Options.....	2
Internet Options - General.....	3
Step 3: Re-launch the Browser.....	6

Introduction

This process guide details the steps to delete cache using the Microsoft Internet Explorer 6.0

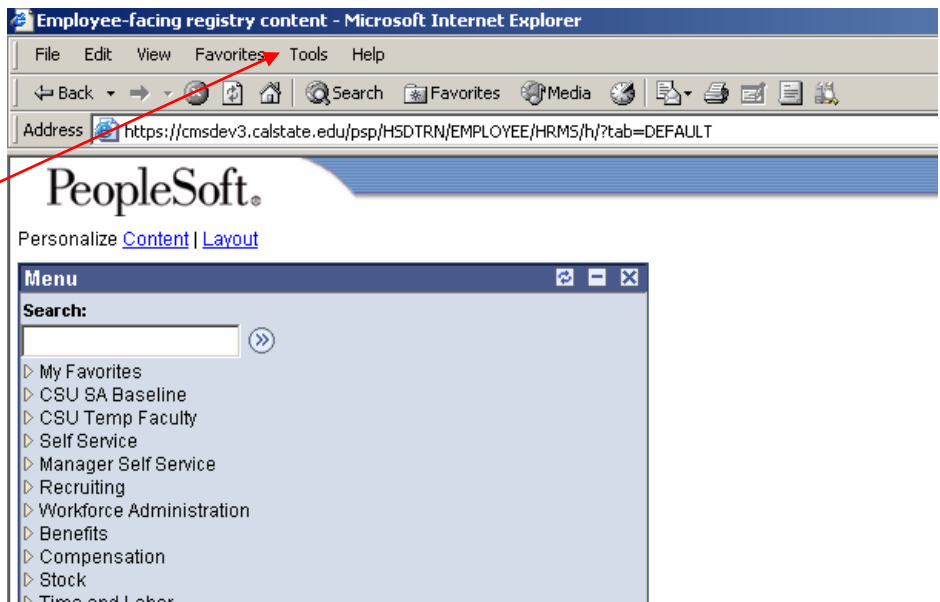
Process Prerequisites/Assumptions

Prerequisite/Assumption	Detail
None	

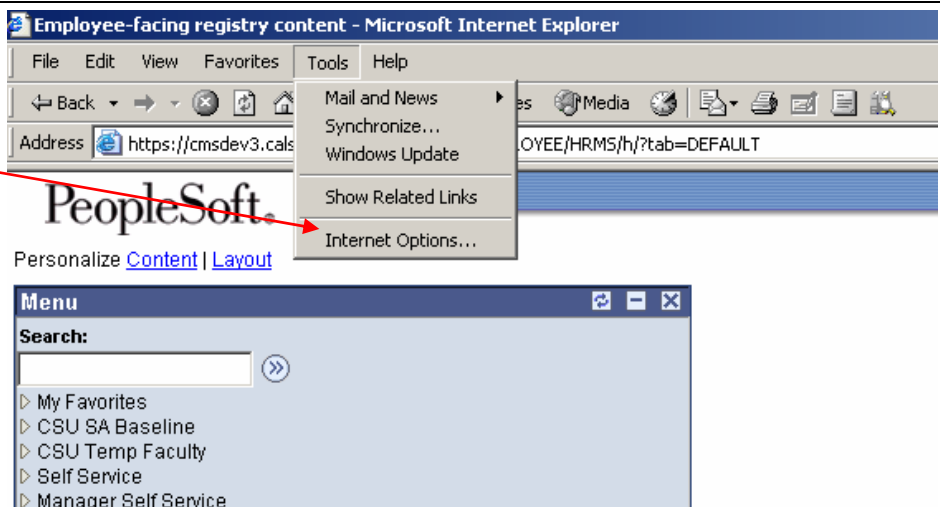
Processing Steps

Step 1: Close all browser

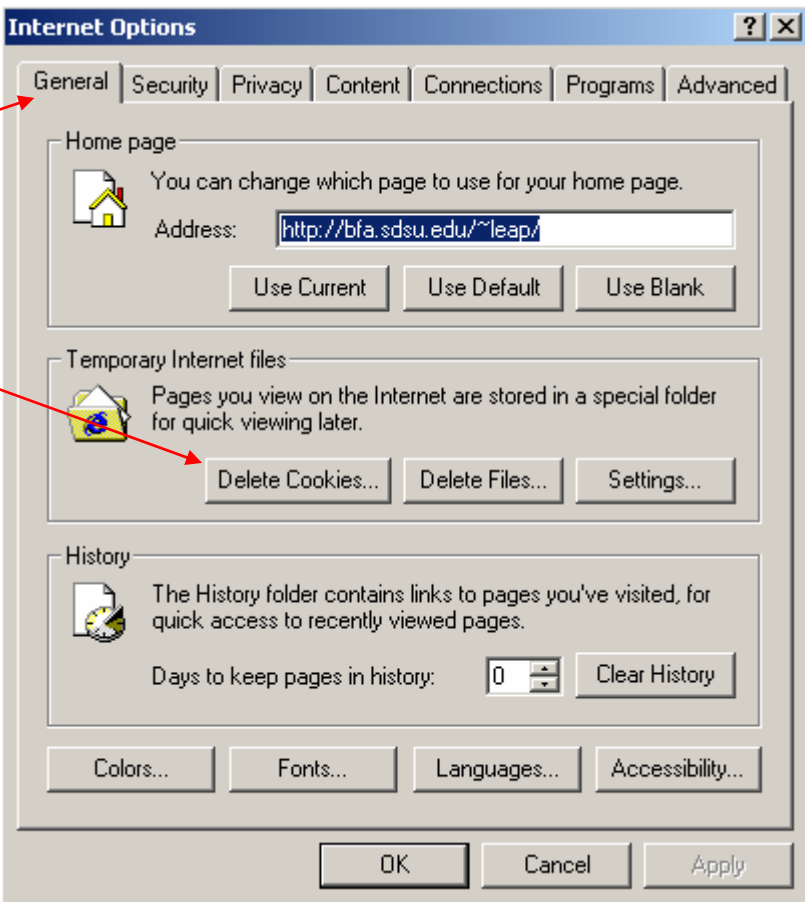
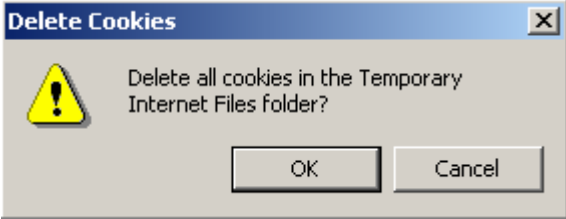
Step 2: Delete Cache using Microsoft Internet Explorer 6.0 Tools

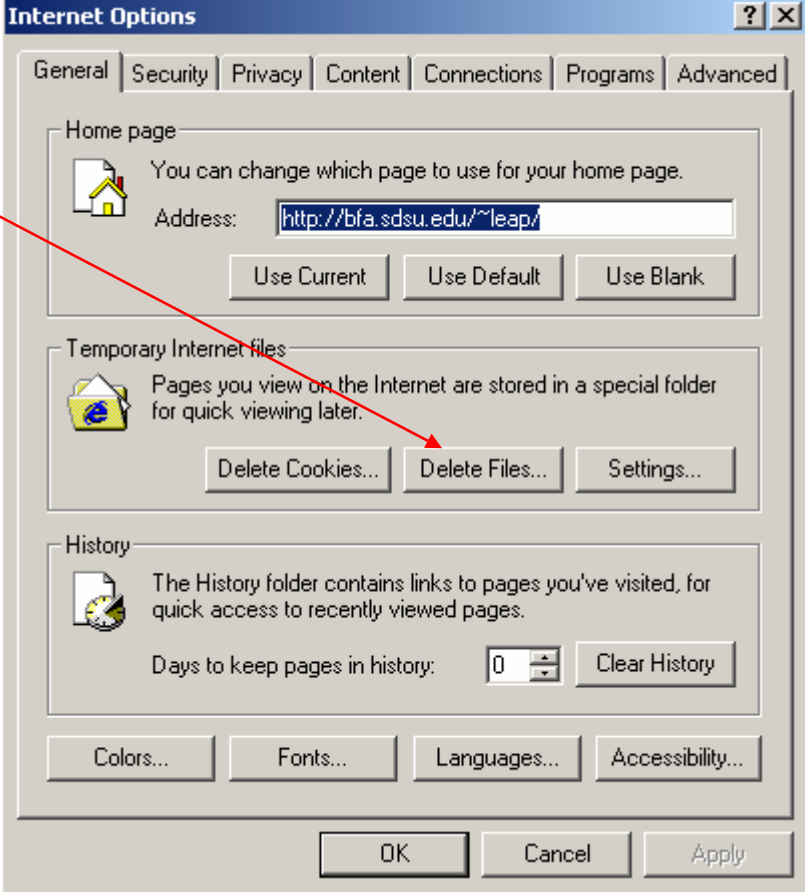
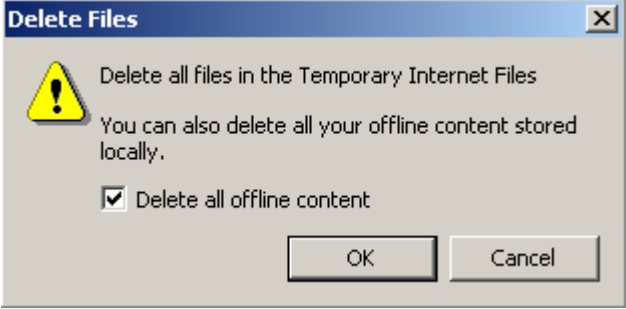
Processing Steps	Screen Shot
<ul style="list-style-type: none"> This process can be done anywhere in the PeopleSoft application using Microsoft Internet Explorer 6.0 Click on “Tools” in the Menu bar 	 <p>The screenshot shows the Microsoft Internet Explorer 6.0 browser window displaying the PeopleSoft application. The address bar shows the URL: https://cmsdev3.calstate.edu/psp/HSDTRN/EMPLOYEE/HRMS/h/?tab=DEFAULT. The menu bar includes File, Edit, View, Favorites, Tools, and Help. The 'Tools' menu item is highlighted with a red arrow. The main content area displays the PeopleSoft logo and a search bar. A 'Menu' window is open, showing a search bar and a list of navigation options: My Favorites, CSU SA Baseline, CSU Temp Faculty, Self Service, Manager Self Service, Recruiting, Workforce Administration, Benefits, Compensation, Stock, and Time and Labor.</p>

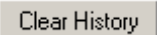
Tools Options

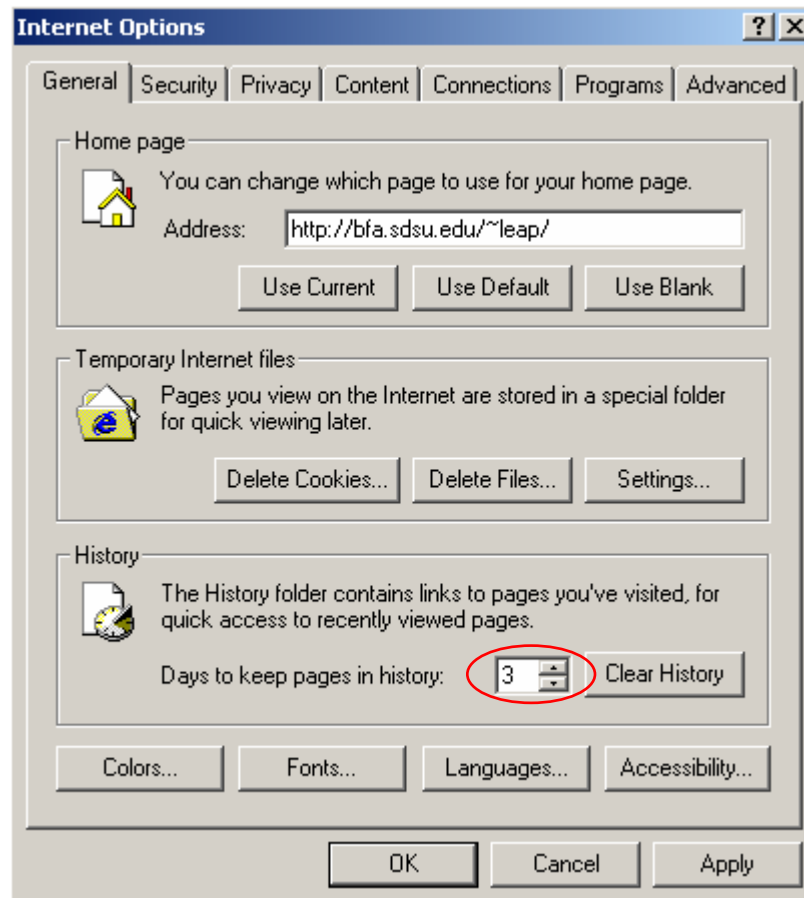
Processing Steps	Screen Shot
<ul style="list-style-type: none"> The drop down list displays your options. Click on “Internet Options...” 	 <p>The screenshot shows the Microsoft Internet Explorer 6.0 browser window displaying the PeopleSoft application. The address bar shows the URL: https://cmsdev3.calstate.edu/psp/HSDTRN/EMPLOYEE/HRMS/h/?tab=DEFAULT. The menu bar includes File, Edit, View, Favorites, Tools, and Help. The 'Tools' menu is open, showing options: Mail and News, Synchronize..., Windows Update, Show Related Links, and Internet Options... The 'Internet Options...' option is highlighted with a red arrow. The main content area displays the PeopleSoft logo and a search bar. A 'Menu' window is open, showing a search bar and a list of navigation options: My Favorites, CSU SA Baseline, CSU Temp Faculty, Self Service, and Manager Self Service.</p>

Internet Options - General

Processing Steps	Screen Shot
<ul style="list-style-type: none"> The Internet Options page displays Click on the General tab In the Temporary Internet files section, click on the Delete Cookies... button 	 <p>The screenshot shows the 'Internet Options' dialog box with the 'General' tab selected. The 'Home page' section has an address field containing 'http://bfa.sdsu.edu/~leap/'. The 'Temporary Internet files' section has a 'Delete Cookies...' button highlighted with a red arrow. The 'History' section has a 'Clear History' button. At the bottom, there are buttons for 'Colors...', 'Fonts...', 'Languages...', 'Accessibility...', 'OK', 'Cancel', and 'Apply'.</p>
<ul style="list-style-type: none"> The system will prompt you if you want to delete all cookies in the Temporary Internet Files folder Click OK to delete all cookies 	 <p>The screenshot shows a 'Delete Cookies' dialog box with a yellow warning icon. The text reads 'Delete all cookies in the Temporary Internet Files folder?'. There are 'OK' and 'Cancel' buttons at the bottom.</p>


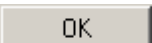
<ul style="list-style-type: none"> The system will return to the Internet Options – General page This time, select the Delete Files... button 	 <p>Internet Options</p> <p>General Security Privacy Content Connections Programs Advanced</p> <p>Home page You can change which page to use for your home page. Address: <input type="text" value="http://bfa.sdsu.edu/~leap/"/> Use Current Use Default Use Blank</p> <p>Temporary Internet files Pages you view on the Internet are stored in a special folder for quick viewing later. Delete Cookies... Delete Files... Settings...</p> <p>History The History folder contains links to pages you've visited, for quick access to recently viewed pages. Days to keep pages in history: <input type="text" value="0"/> Clear History</p> <p>Colors... Fonts... Languages... Accessibility...</p> <p>OK Cancel Apply</p>
<ul style="list-style-type: none"> The system will prompt if you want to delete all files in the Temporary Internet Files Click on <input checked="" type="checkbox"/> to delete all offline content Click OK 	 <p>Delete Files</p> <p>! Delete all files in the Temporary Internet Files You can also delete all your offline content stored locally. <input checked="" type="checkbox"/> Delete all offline content</p> <p>OK Cancel</p>

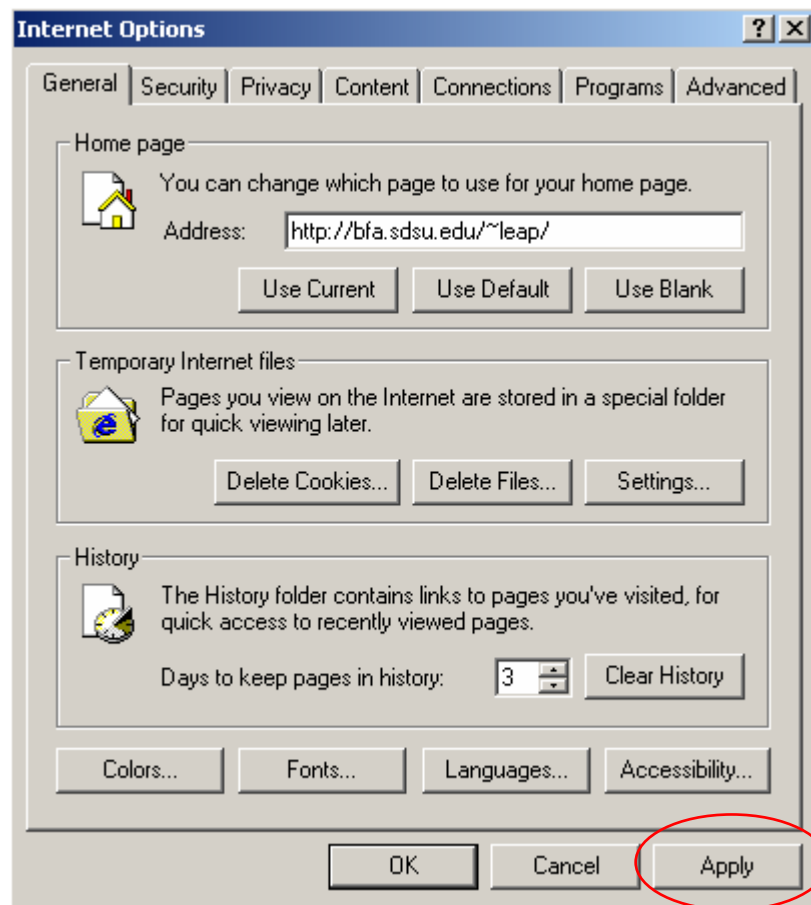
- The system will return to the **Internet Options - General** page
- Lastly, in the **History** section, update the **Days to keep pages in history to 3 days**
- Click on the  button



- The system will prompt if you want to delete your history of visited Web sites that are more than 3 days old
- Click **Yes**



- The system will return to the **Internet Options - General** page
- Click on the  button to apply your changes
- Click on the  button and the sub page will disappear
- This completes the **Delete Cache** process



Step 3: Re-launch the Browser