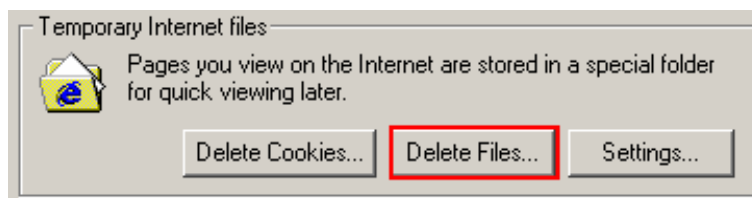


Deleting Browser Cache Files and Cookies

If the Human Resource Information System (HRIS) is slow to respond or an unusual event occurs, the browser cache files may need to be cleared/deleted. To delete cache files and cookies, follow these steps:

Access Internet Explorer

1. Select Tools, Internet Options
2. Internet Options ... General page will automatically appear.
3. Go to the Temporary Internet Files area . . . select "Delete Files"



Pop-up message will appear "Delete all files in the Temporary Internet Files?" . . . select OK

4. Select "Delete Cookies"



Pop-up message will appear "Delete all cookies in the Temporary Internet Files Folder?" . . . select OK

5. Select OK again to close Internet Options . . . General page.