Clearing Cache for ePro and Expenses:

A. The directions for **Internet Explorer** are as follows:
1. Bring up your Internet Browser,
2. click TOOLS (in the latest version of IE, click ALT to get Tools to appear)
3. click INTERNET OPTIONS (should open to GENERAL tab)
4. within Temporary Internet Files section (middle section)
5. click DELETE TEMPORARY FILES
6. when pointer reappears, click DELETE COOKIES
7. when pointer reappears, click OK
8. Close Browser
9. Bring up Internet Browser again
10. Log on to Self Serve or PS Fin

B. The directions for *FIREFOX* are as follows:
1. click tools
2. click clear private data
3. in the clear private data dialog, the selectable choices are
   a. browsing history – with or without download history *(both selected by default)*
   b. saved form and search history *(selected by default)*
   c. cache *(selected by default)*
   d. cookies
   e. offline website data
   f. saved passwords
   g. authenticated sessions *(selected by default)*
4. once selections have been made, click the clear private data now button.
5. restart firefox.

C. The directions for *SAFARI* are as follows:
1. in the safari menu, click empty cache...
2. click empty to confirm
3. restart safari

D. The directions for *OPERA* are as follows:
1. in the tools menu, click clear private data...
2. confirm by clicking delete
3. restart opera.