

How to Clear your Cache in Web Browsers

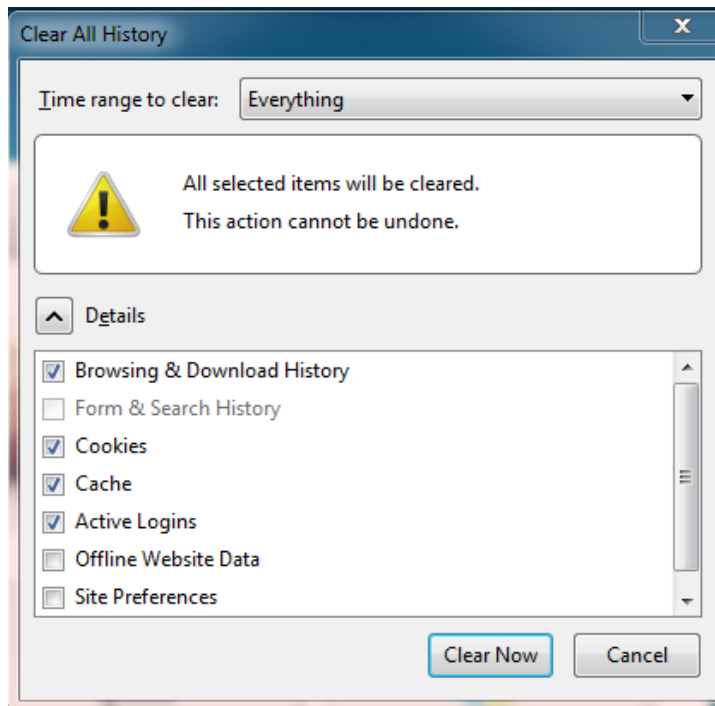
In order to improve performance and security, it is recommended that all eMerge PeopleSoft users clear their cache (browsing history) frequently. Ideally, users will configure their browser to clear cache at the end of each session.

Below are instructions on how to clear cache in Firefox and Chrome. **After clearing cache, please close and restart your browser.**

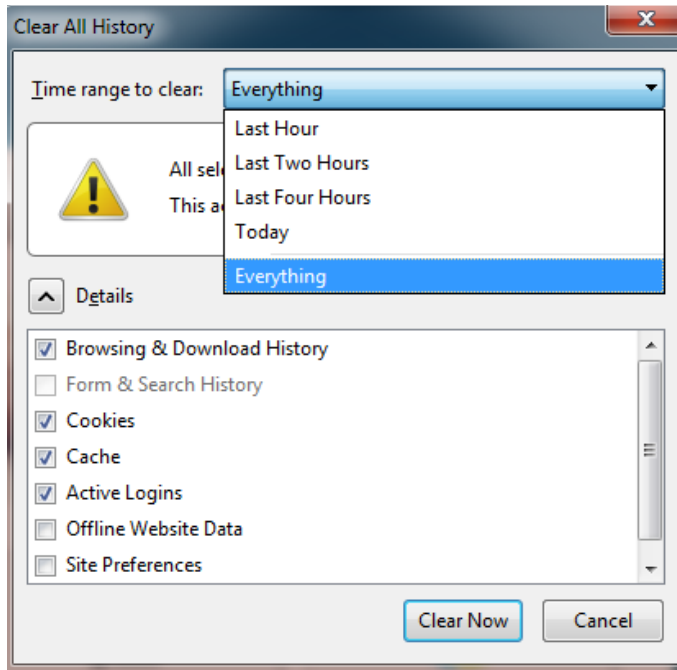
Note: Different version of these browsers may have different locations for this function. Please contact your departmental IT staff for assistance in clearing cache and configuring your browser to automatically clear cache.

Mozilla Firefox

1. Open Mozilla Firefox browser.
 - a. Type **Ctrl + Shift + Delete** keys all at once.
2. The 'Clear All History' page, shown below, appears.



2. Select **Everything** from the dropdown box, as shown below.



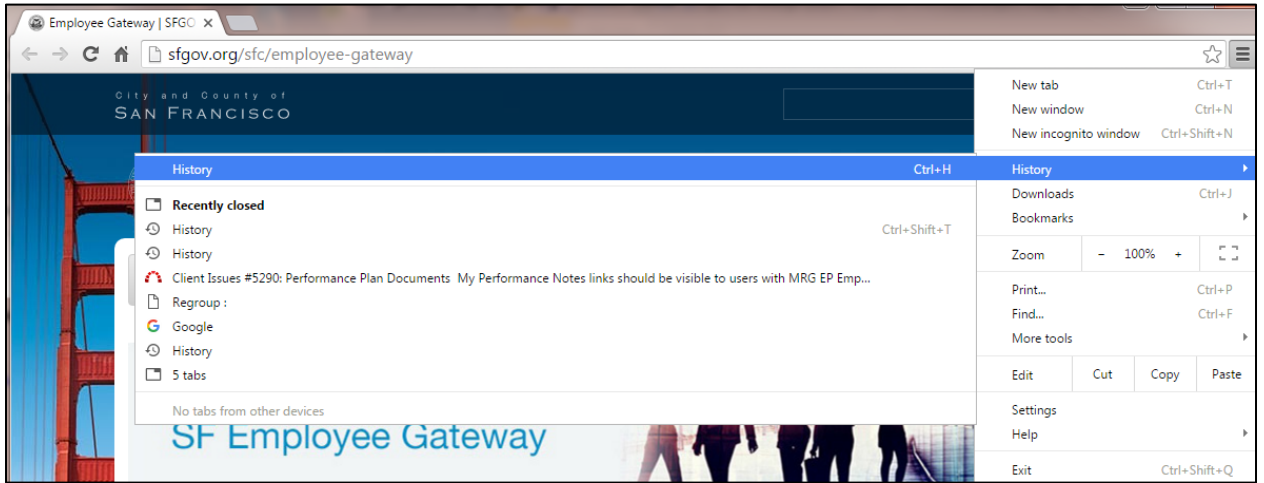
3. Select or unselect all the items EXACTLY as shown above.
4. Click the **Clear Now** button.
5. Close your browser and Re-open it. Then Log into eMerge PeopleSoft from www.sfgov.org/sfemployee.

Google Chrome

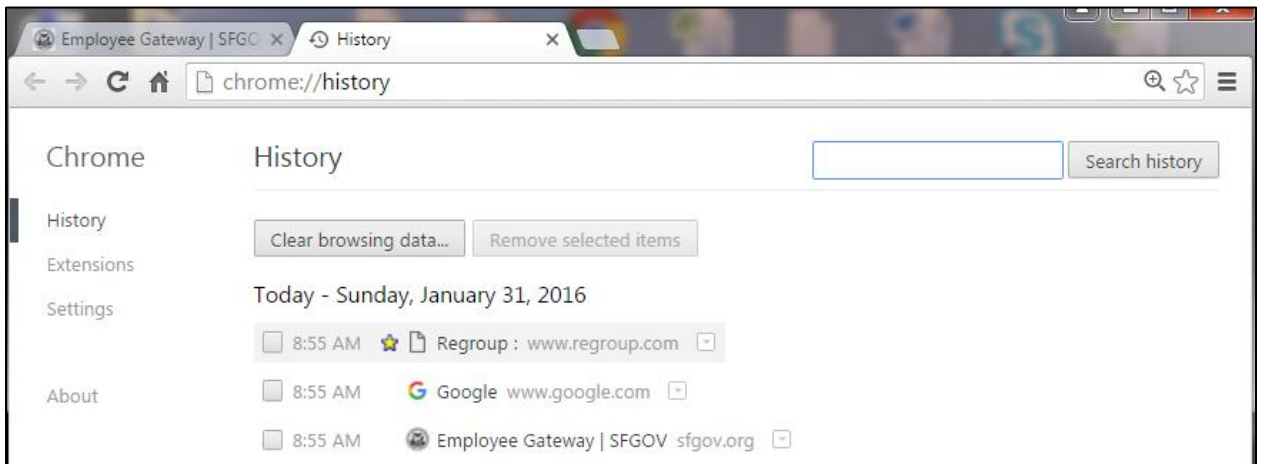
1. Open up your Chrome browser.
 - a. Type **Ctrl + H** to go to your History.

OR

 - b. Click the Menu and go to **History > History**, as shown below.

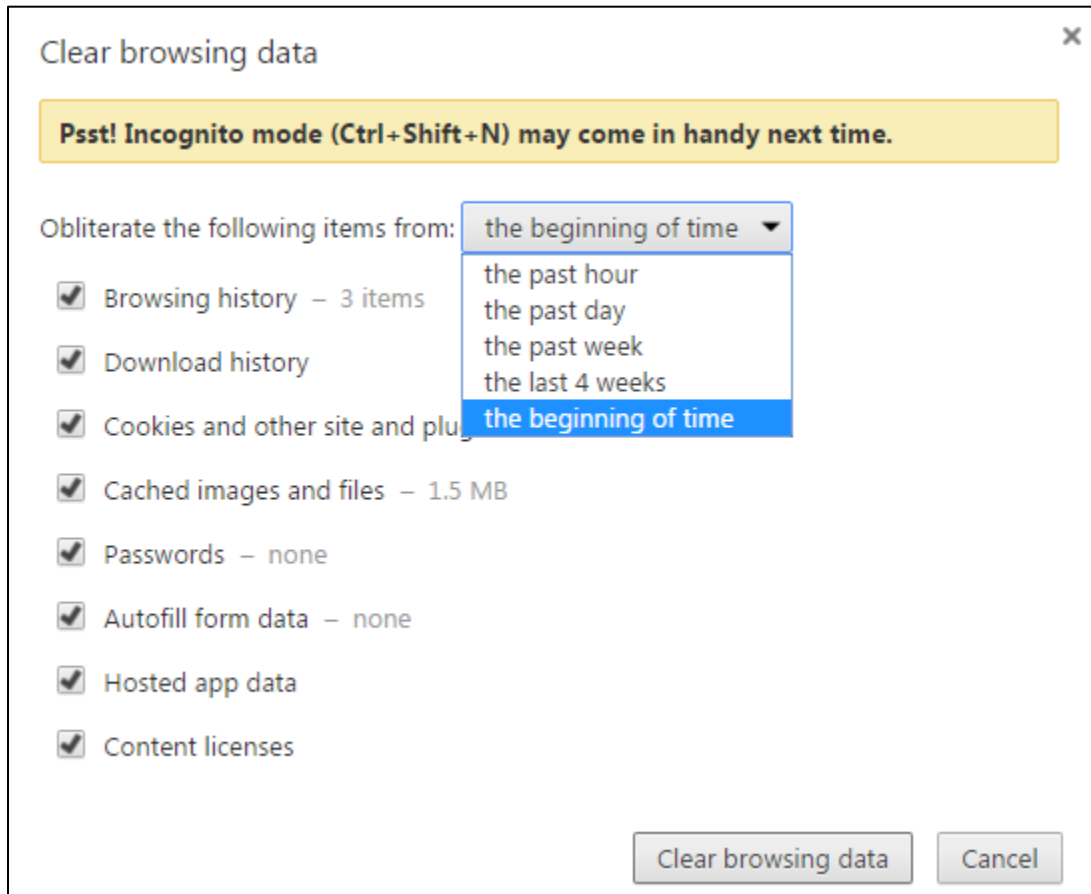


2. Click the **Clear browsing data** button.



(continued below)

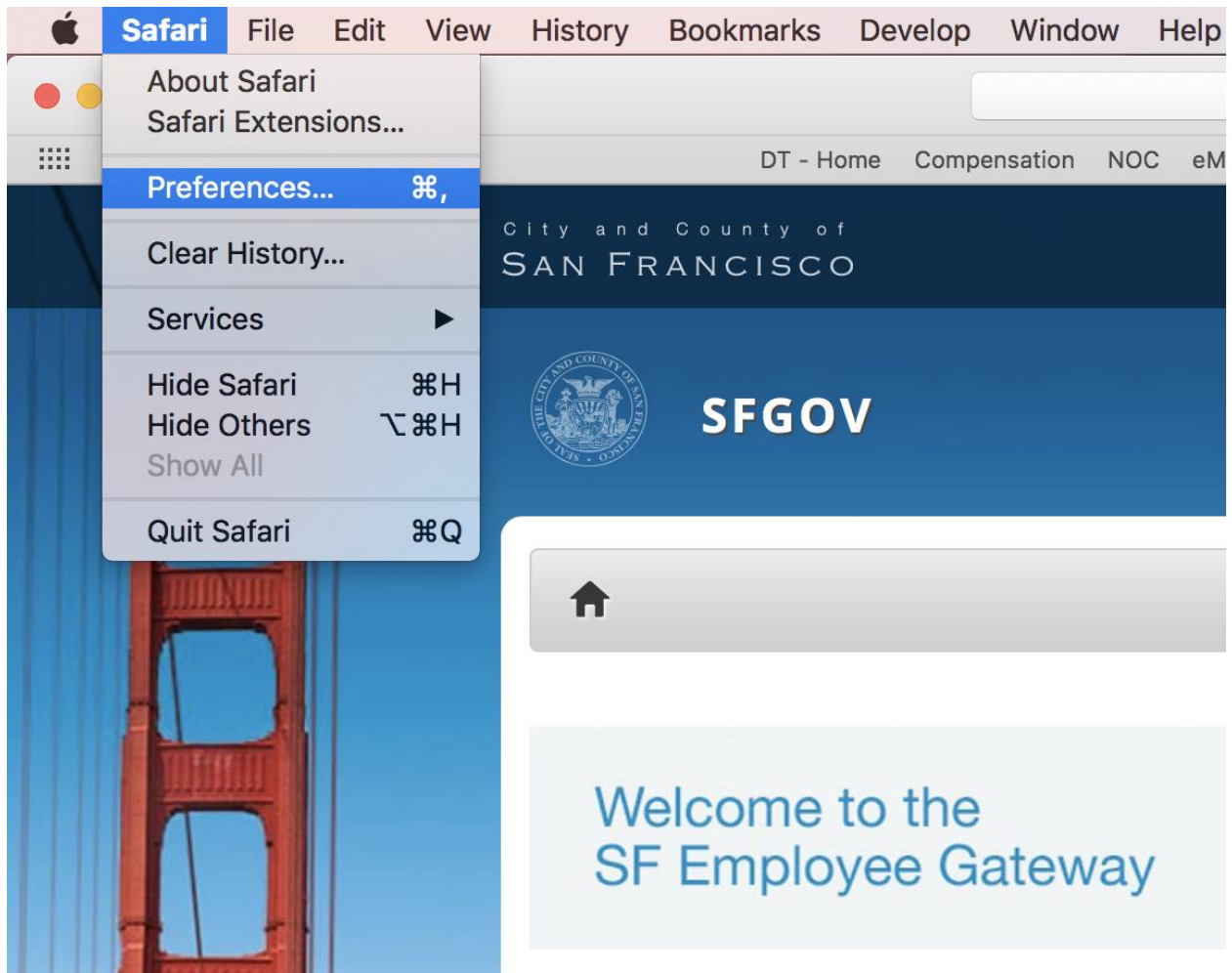
3. Be sure your window looks EXACTLY like the one show below. Make any necessary changes in the dropdown box and the checkboxes.



4. Click the **Clear browsing data** button.
5. Close your browser and Re-open it. Then Log into eMerge PeopleSoft from www.sfgov.org/sfemployee.

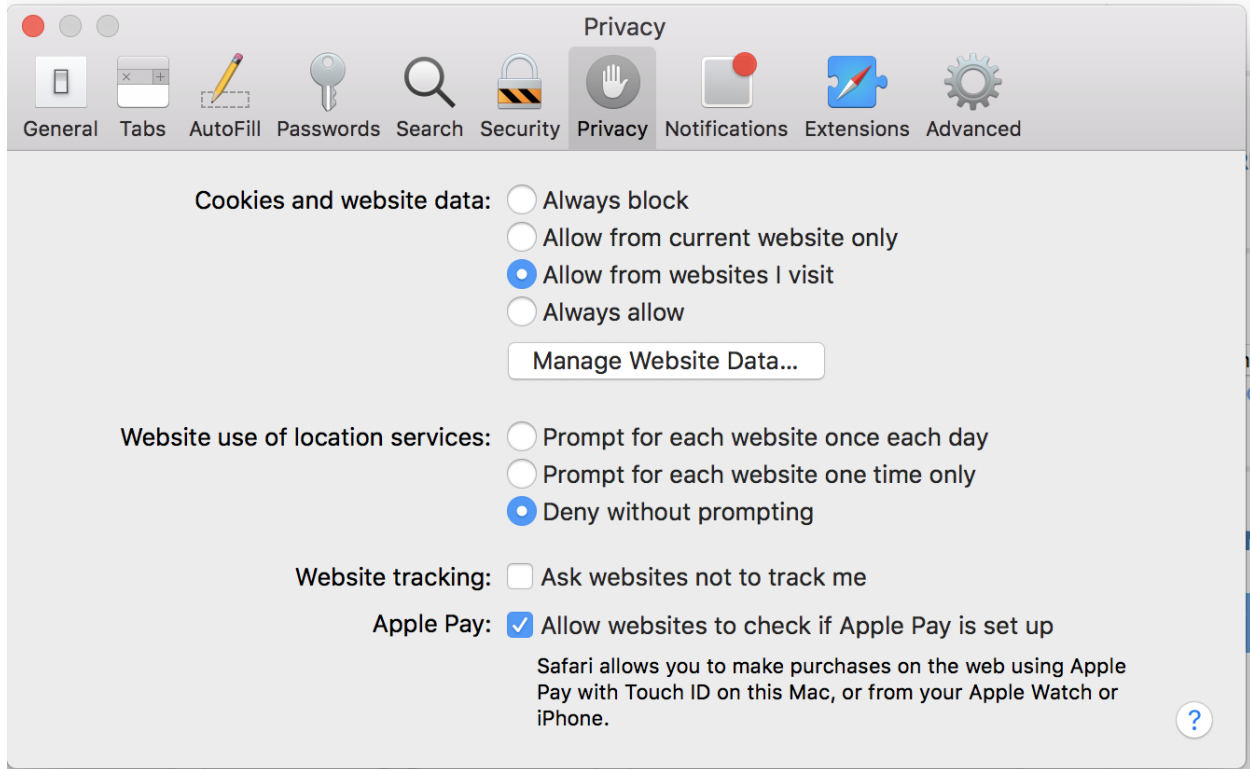
Google Chrome

1. Safari, choose Safari > Preferences.



2. Click the Privacy icon to view Privacy settings.

3. Click the Details button (or Manage Website Data button) that appears under the Remove All Website Data button.










4. Search for the name of the website that you are trying to view.

Privacy

General Tabs AutoFill Passwords Search Security Privacy Notifications Extensions Advanced

Search

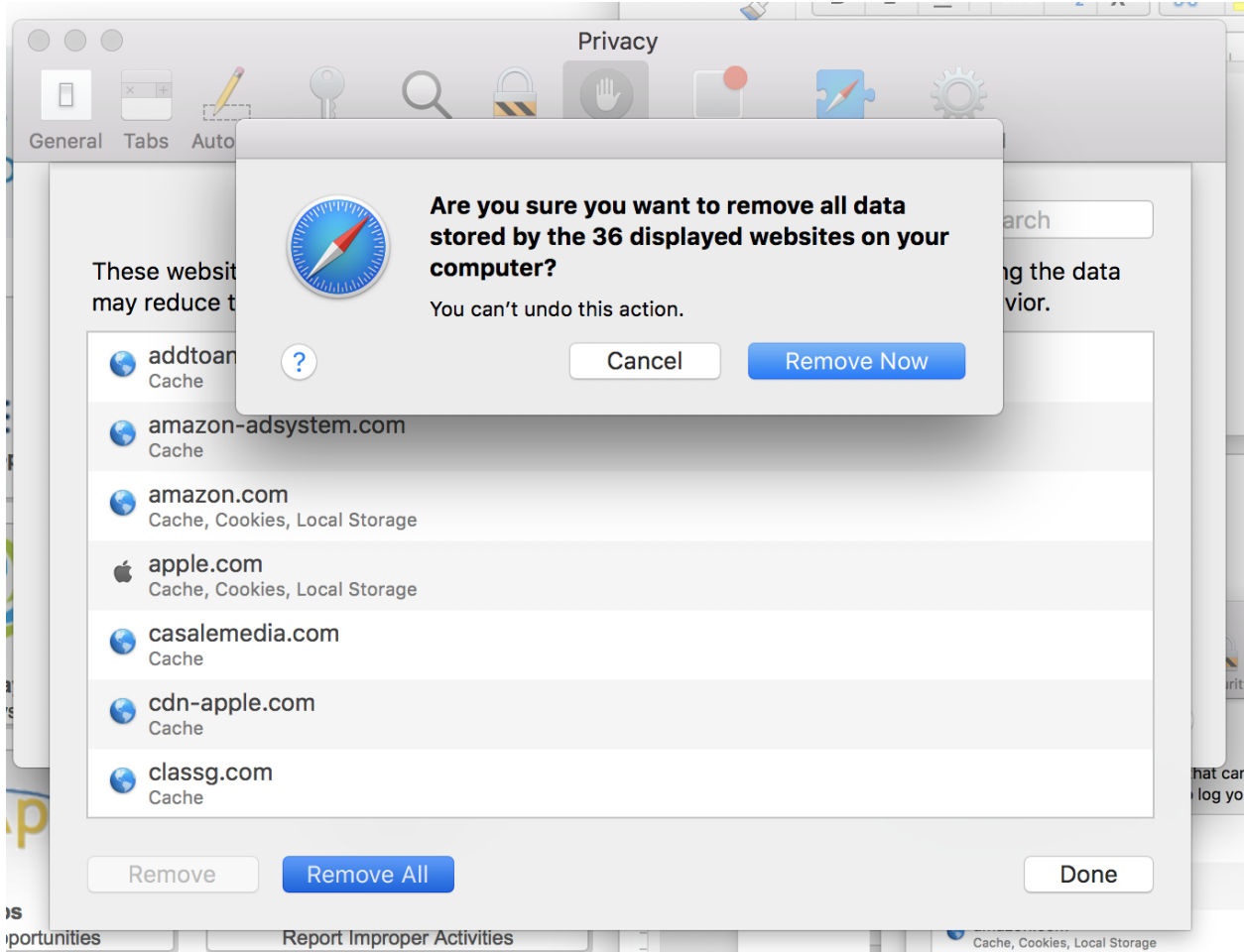
These websites have stored data that can be used to track your browsing. Removing the data may reduce tracking, but may also log you out of websites or change website behavior.

-  **addtoany.com**
Cache
-  **amazon-adsystem.com**
Cache
-  **amazon.com**
Cache, Cookies, Local Storage
-  **apple.com**
Cache, Cookies, Local Storage
-  **casalemedia.com**
Cache
-  **cdn-apple.com**
Cache
-  **classg.com**
Cache

Remove Remove All Done

Report Improper Activities

5. Click the Remove All button.



6. Close the Safari Preferences window.