



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Clearing Cache and Cookies

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Clearing Cache and Cookies

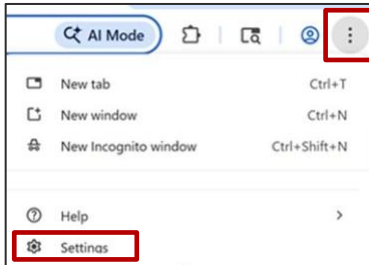
Overview

Deleting cache and cookies serves several purposes, including:

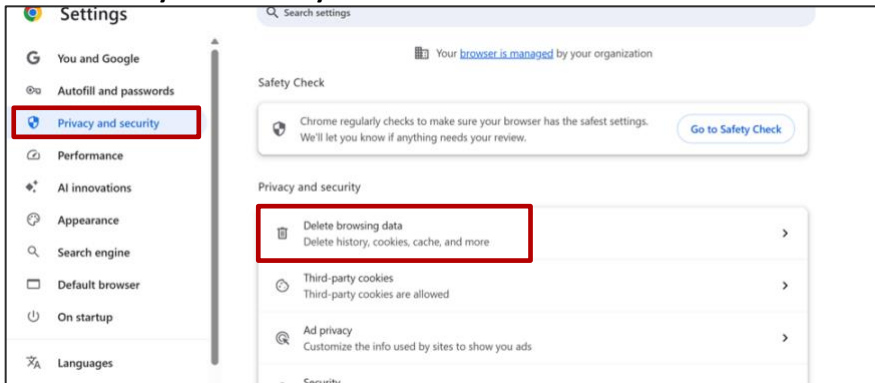
- Enhance privacy by removing stored data about your online activity.
- Resolve website loading issues, as cached data may become outdated or corrupted.
- Free up storage space and improve browser performance by reducing the load on your system.

Making Changes Using the Chrome Browser

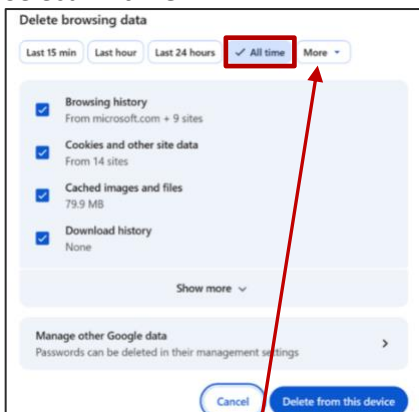
1. Select the three vertical dots (icon) in the top right-hand corner of the browser window.



2. Select **Settings**.
3. Select **Privacy and Security** in the left menu.



4. Select **Delete browsing data**.
5. Select **All time**.

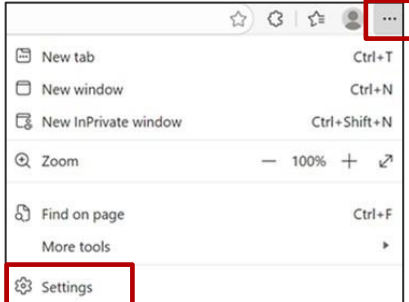


Note: Select the **More** (tab) drop-down menu if **All Time** does not display when the window first opens.

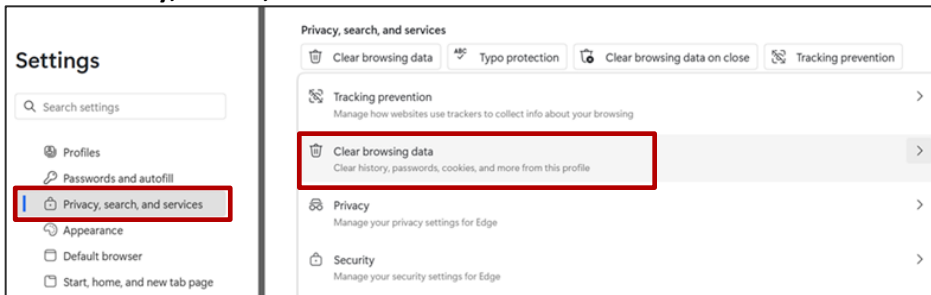
6. Select the checkboxes for:
 - **Browsing history**
 - **Cookies and other site data**
 - **Cached images and files**
 - **Download history**
7. Select **Delete from this device**.

Making Changes Using the Edge Browser

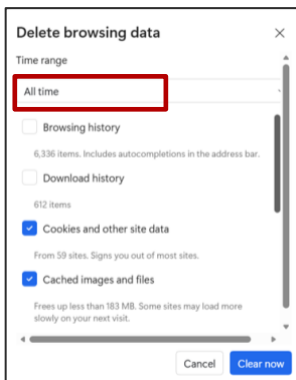
1. Select the ellipsis (three dots) icon in the top right-hand corner.



2. Select **Settings**.
3. Select **Privacy, search, and services** in the left menu.



4. Select **Clear browsing data**.
The *Delete browsing data* window displays.
5. Set TIME RANGE to **All time**.



6. Select the checkboxes for:
 - **Cookies and other site data**
 - **Cached images and files**
7. Select **Clear now**.

Revision History

Date	Description of Change	Changed By
Nov. 21, 2023	Initial release.	S. Aviles
Dec. 8, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A
April 27, 2026	Minor revisions and corrections for ADA Section 508 compliance.	K. Parker