

## Deleting Cache files

When databases are refreshed and table changes have been made, it is important to delete the cache files on your computer in order for the database to respond correctly. The cache files are the temporary files that Peoplesoft stores on your computer to make transactions process faster.

This is the step-by-step procedure to delete the files on you computer (make sure you are logged out of PS):

1. Click on My computer on your desktop



2. Double click on C Drive



3. Double click on PS folder



4. Double click on Cache



5. Click on Edit, Select All
6. Click on File, Delete. You will get a question asking if you want to send x amount of files to the Recycle bin....click yes.
7. Now log in to the database normally.