

Clear Desktop browser cache and cookies when "Session Expired" is encountered in the Term Quote engine.

Chrome

1. In the browser bar, enter:

chrome://settings/clearBrowserData

- 2. Select the following:
 - Browsing history
 - o Download history
 - Cookies and other site and plug-in data
 - Cached images and files

From the Obliterate the following items from: drop-down menu, you can choose the period of time for which you want to clear cached information. To clear your entire cache, select the beginning of time.

- 3. Click Clear browsing data.
- 4. Exit/quit all browser windows and re-open the browser.

Firefox - *Shortcut* – *with Firefox open press (ctrl+shift+del). Move to step 2.*

- 1. From the History menu, select Clear Recent History. If the menu bar is hidden, press Alt to make it visible.
- 2. From the Time range to clear: drop-down menu, select the desired range; to clear your entire cache, select Everything.
- 3. Next to "Details", click the down arrow to choose which elements of the history to clear; to clear your entire cache, select all items.
- 4. Click Clear Now.
- 5. Exit/quit all browser windows and re-open the browser.

Microsoft Edge

- 1. In the top right, click the Hub icon (looks like three horizontal lines).
- 2. Click the History icon, and then select Clear all history.
- 3. Select Browsing history, then Cookies and saved website data, and then Cached data and files. Click Clear.
- 4. After the "All Clear!" message appears, exit/quit all browser windows and re-open the browser.

Internet Explorer 9 and higher

Note:

As of January 12, 2016, <u>Microsoft has ended support for Internet Explorer versions prior to</u> <u>version 11</u>, unless you are running Windows Vista SP2 or certain versions of Windows Server; for a complete list of exceptions, see <u>Microsoft Support Lifecycle</u>. UITS strongly recommends that you upgrade to a new operating system if your current system does not support Internet Explorer 11 and is not on Microsoft's list of exceptions.

1. Select Tools (via the Gear Icon) > Safety > Delete browsing history....

If the menu bar is hidden, press Alt to make it visible.

- 2. Deselect Preserve Favorites website data, and select:
 - Temporary Internet files or Temporary Internet files and website files
 - Cookies or Cookies and website data
 - History
- 3. Click Delete. You will see a confirmation at the bottom of the window when the process is complete.
- 4. Exit/quit all browser windows and re-open the browser.

Opera

- 1. From the Opera menu, select Settings, and then Delete Private Data....
- 2. In the dialog box that opens, select the items you want to clear, and then click Delete.
- 3. Exit/quit all browser windows and re-open the browser.

Safari

Safari 8

- 1. From the Safari menu, select Clear History and Website Data....
- 2. Select the desired time range, and then click Clear History.
- 3. Go to Safari > Quit Safari or press Command-Q to exit the browser completely.

Safari 7 and below

- 1. From the Safari menu, select Reset Safari....
- 2. Select the items you want to reset, and then click Reset. As of Safari 5.1, Remove all website data includes both cookies and cache.
- 3. Go to Safari > Quit Safari or press Command-Q to exit the browser completely.