



Cardinal HCM Reporting Job Aid

How to Clear the Cache in Google Chrome

How to Clear the Cache in Google Chrome Overview

This job aid provides information on how to clear cache files or temporary internet browser history on local machines using Google Chrome.

Note: If you do not see instructions below for your specific browser layout, search your browser's Help menu for cache. If unsure of how to access the menu bar, press the Alt & F keys on the keyboard to display the menu bar, and proceed with Step 3 below.

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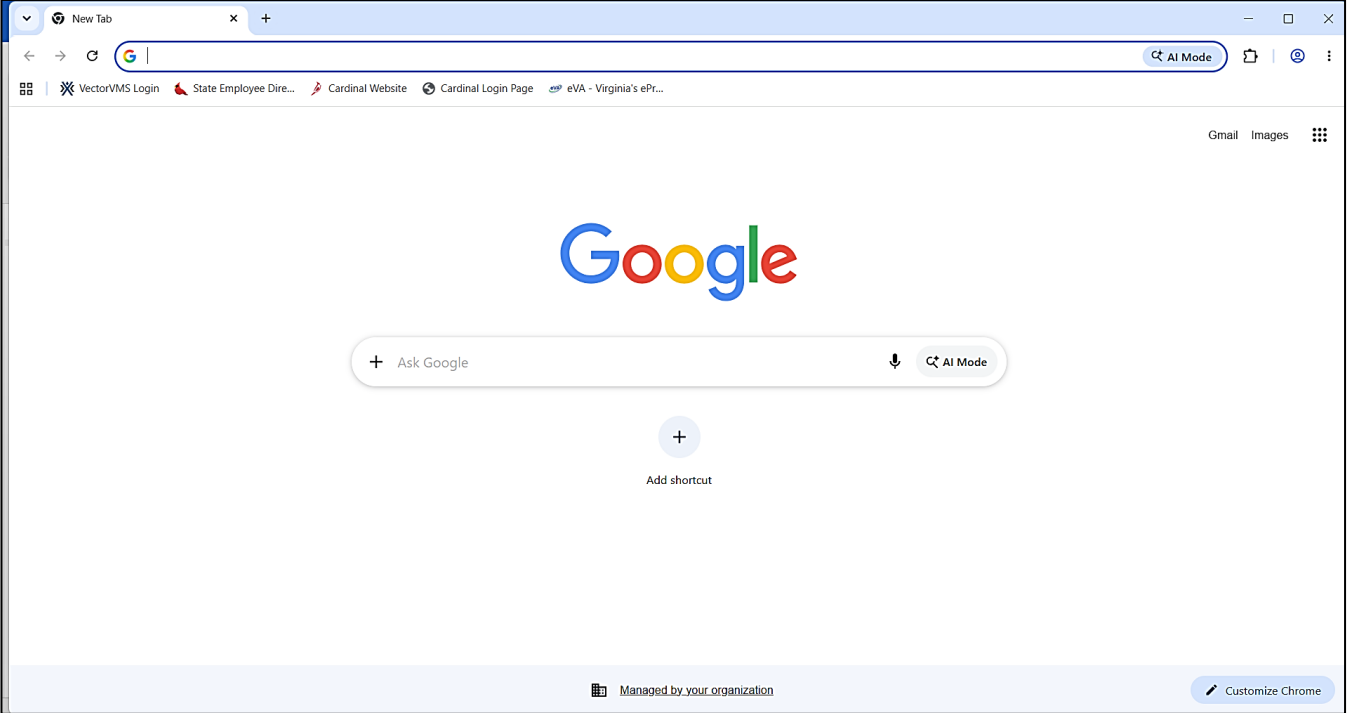
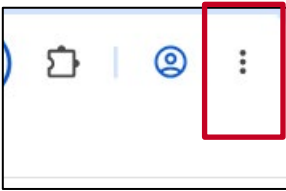
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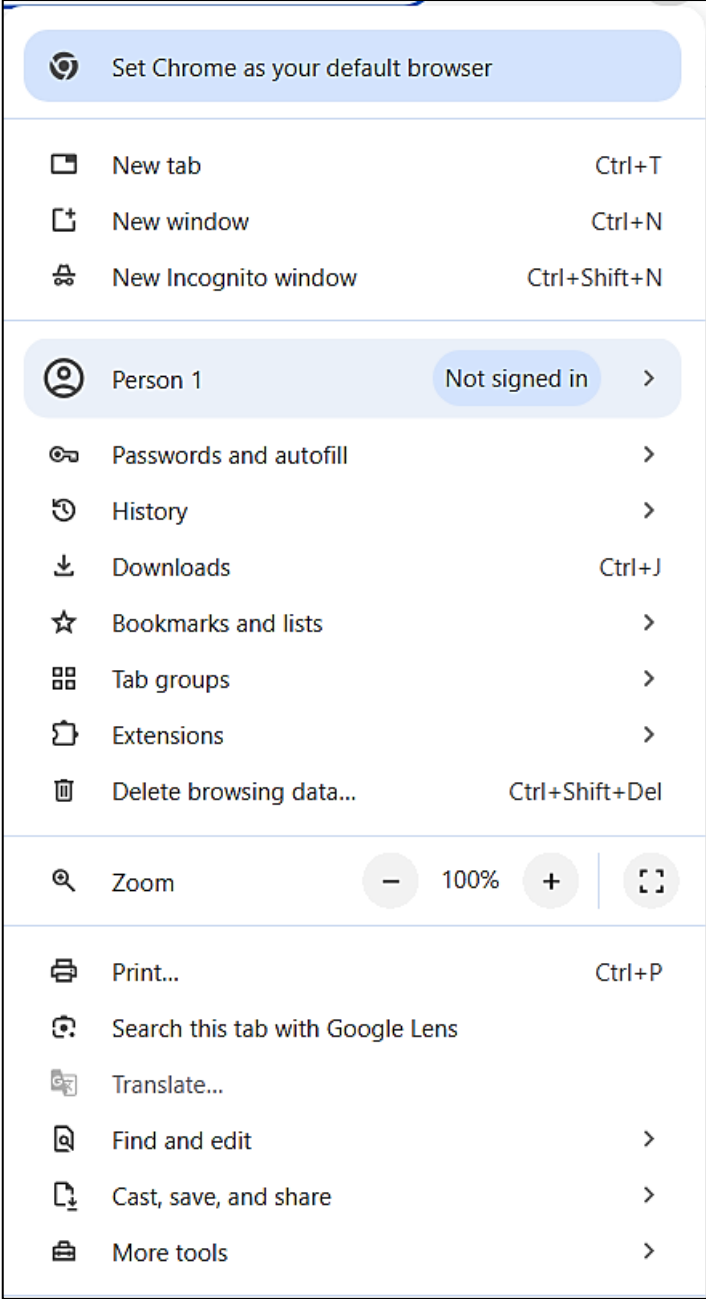
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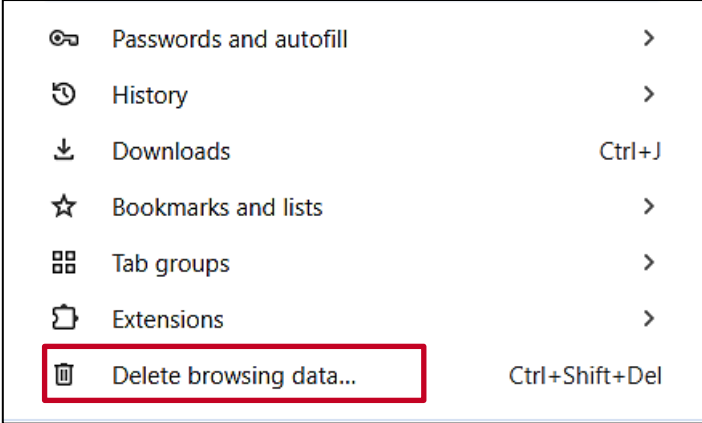
Revision History

Revision Date	Summary of Changes
9/1/2026	Baseline.

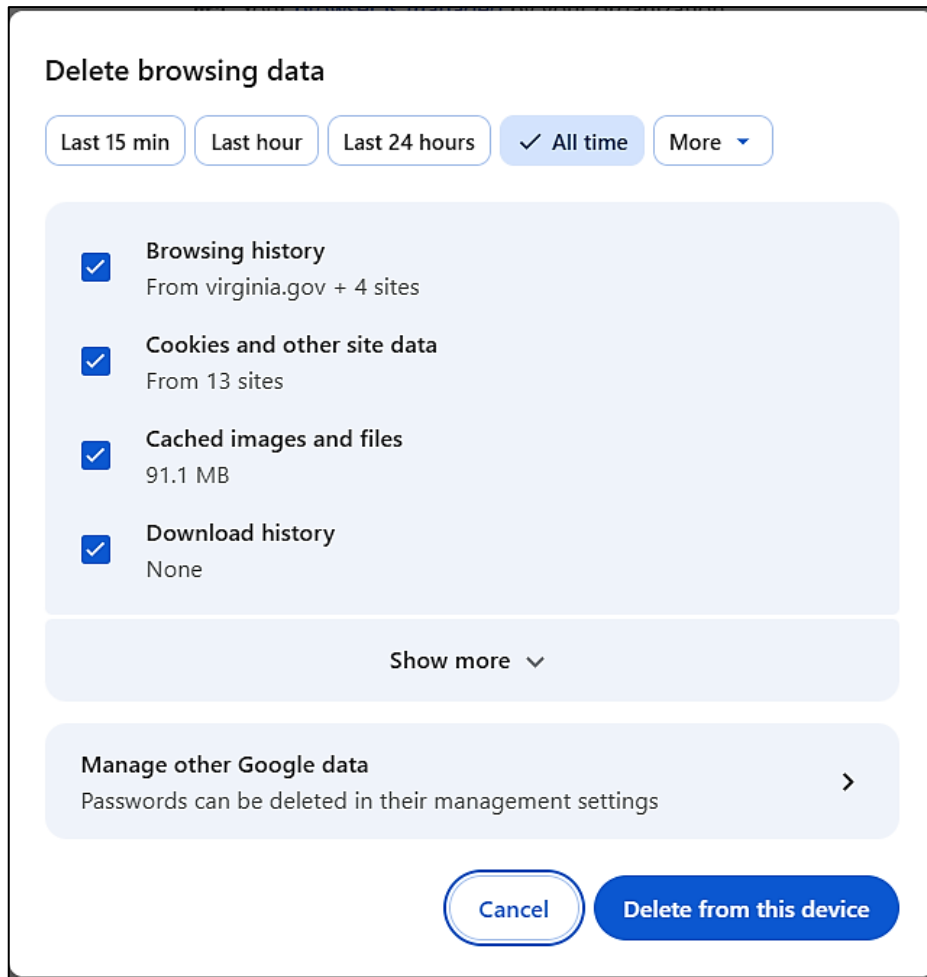
How to Clear the Cache in Google Chrome

Step	Action
1.	Open Google Chrome.
Google Chrome displays. 	
2.	Click on the three dots in the top right corner of the screen. 

Step	Action
	The Navigation panel displays. 

Step	Action
3.	Click the Delete browsing data list item.  The screenshot shows the Chrome menu with the following items: Passwords and autofill, History, Downloads (Ctrl+J), Bookmarks and lists, Tab groups, Extensions, and Delete browsing data... (Ctrl+Shift+Del). The 'Delete browsing data...' item is highlighted with a red rectangular box.

The **Delete browsing data** pop up window displays.



The screenshot shows the 'Delete browsing data' pop-up window. It has a title bar 'Delete browsing data'. Below the title bar are five buttons: 'Last 15 min', 'Last hour', 'Last 24 hours', '✓ All time' (selected), and 'More'. Below these buttons is a list of four items, each with a checked checkbox: 'Browsing history' (From virginia.gov + 4 sites), 'Cookies and other site data' (From 13 sites), 'Cached images and files' (91.1 MB), and 'Download history' (None). Below the list is a 'Show more' button with a dropdown arrow. At the bottom of the window is a 'Manage other Google data' section with a right arrow and the text 'Passwords can be deleted in their management settings'. At the very bottom are two buttons: 'Cancel' and 'Delete from this device'.



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Step	Action
4.	Click the Delete from this device button. 