Voucher Data Loss

There are 2 possible reasons for Data Loss on a voucher.

- 1. When entering approximately 200 or more lines of services and expenses in a voucher there could be possible data loss. It is recommended to submit interim vouchers from time to time.
- 2. Another reason could be that automatic caching is set on the browser. It should be set to get new page every time, not automatic.

Internet Explorer (PC)

1. In the Tools menu, click Internet options.





In	nternet Options		ବୃ	23
	General Security Privacy Content Connections Pro	ograms	Adva	anced
	Home page			-
	To create home page tabs, type each address	s on its o	wn lin	ne.
	https://sakai.udel.edu/portal			*
				Ŧ
	Use current Use default	Use	blank	
	Browsing history			-
	Delete temporary files, history, cookies, saved and web form information.	d passw	ords,	
	Delete browsing history on exit			
	Delete	Sett	tings	2
•	Change search defaults.	Set	tings	
	Tabs			_
	In the "General" tab, click "Browsing history", "Settings"	Sett	tings	
	Colors Languages Fonts	Acces	ssibilit	У
	OK Cance		Ap	ply

3. Select Every time I visit the webpage, and then click or at the bottom of the page.

Temporary Internet Files	
Internet Explorer stores copies of web for faster viewing later.	pages, images, and medi
Check for newer versions of stored pa	ges:
Every time I visit the webpage	N
🔘 Every time I start Internet Explo	brer
Automatically	
O Never	
newer versions of	names is set to
Curre Curre C:\Us Inter Move folder Move folder	pages is set to the webpage" ave your settin
Curre C:\Us Inter Move folder	pages is set to the webpage" ave your settin
Curre Curre C:Ve Inter Move folder Move folder	pages is set to the webpage" ave your settin
Curre Curre C:\U: Inter Move folder Move folder View objects History Specify how many days Internet Expl of websites you have visited	pages is set to the webpage" ave your settin View files
Newer versions of "Every time I visit C:\Us Inter Move folder View objects History Specify how many days Internet Expl of websites you have visited. Days to keen pages in history	pages is set to the webpage" ave your settin View files
newer versions of "Every time I visit then click "OK" to satisfy Move folder View objects History Specify how many days Internet Expl of websites you have visited. Days to keep pages in history:	pages is set to the webpage" ave your settin View files ver should save the list

4. The next step is to clear your cache. Click Delete... in the Browsing history section.



5. Check Temporary Internet Files and History, then click Delete.



6. Click or again and close all your browser windows and restart Internet Explorer to apply all the changes.

For Safari

- 1. Select the settings gear in the upper-right corner.
- 2. Select the "Advanced" tab and check the "Show Develop menu in menu bar" option.
- 3. Close the Preferences window.
- 4. If you don't have the Menu Bar enabled, select the settings gear, then choose "Show Menu Bar".
- 5. Select "Develop" > "Disable Caches".

Bookmarks	Develop Window Help			
/ww.apple.com/	Open Page With			
iggested Sites	User Agent			
	Show Web Inspector Ctrl+Alt+I			
ore	Show Error Console Ctrl+Alt+C			
	Show Snippet Editor			
ion iDe d	Show Extension Builder			
or iPad.	Start Debugging JavaScript			
	Start Profiling JavaScript Ctrl+Alt+P			
U	Send Do Not Track HTTP Header			
	Disable Caches			
	Disable Images			
	Disable Styles			
ne Store →	Disable JavaScript			
	Disable Runaway JavaScript Timer			