Because GlobalSearch web utilizes your web browser to display information within GlobalSearch, after doing a server upgrade you may need to clear your browser cache for the new features to be enabled. Below is a link to a great website that explains what browser cache is and why it's used: https://cachingexplained.com/

Now that you understand what caching is and why it is used the steps below will show you how to clear your browser cache after a server update so you can use all of those new shiny features.

Chrome

1. On your computer, open Chrome.
2. On your browser toolbar, click More ⬚ **> More Tools > Clear Browsing Data**.
3. In the "Clear browsing data" box, click the checkboxes for **Cookies and other site data** and **Cached images and files**.
4. Use the menu at the top to select the amount of data that you want to delete. Choose **beginning of time** to delete everything.
5. Click **Clear browsing data**.

Internet Explorer

1. Select **Tools** ⚙ **(via the Gear Icon) > Safety > Delete browsing history...**.
2. Uncheck the checkbox for **Preserve Favorites website data** and check the checkbox for **Temporary Internet files and website files**
3. Click on **Delete**

Firefox

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 ☰ .
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.

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.