
Pharmacy Information System (PhIS) and Clinic Pharmacy System (CPS)

PhIS & CPS Clearing Browser Cache, Temp Files & Scandisk Manual

Version : 1.0

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Revision History

Version No.	Date of Release	Prepared / Consolidated by	Verified by	List of changes from Previous Version
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Verified and Acknowledge by

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Peer Review

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1.0	(QA) Juridah	- Overall review



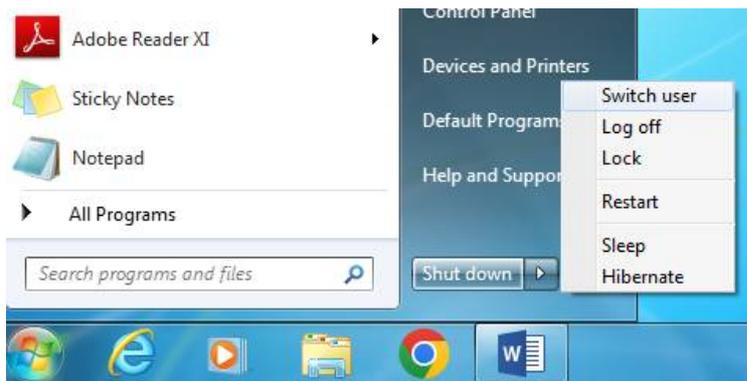
Table of Contents

A. Clearing Browser History, Temp Files and run CheckDisk.....	1
B. To Clear Temp Files.....	3
C. Run ScanDisk	4

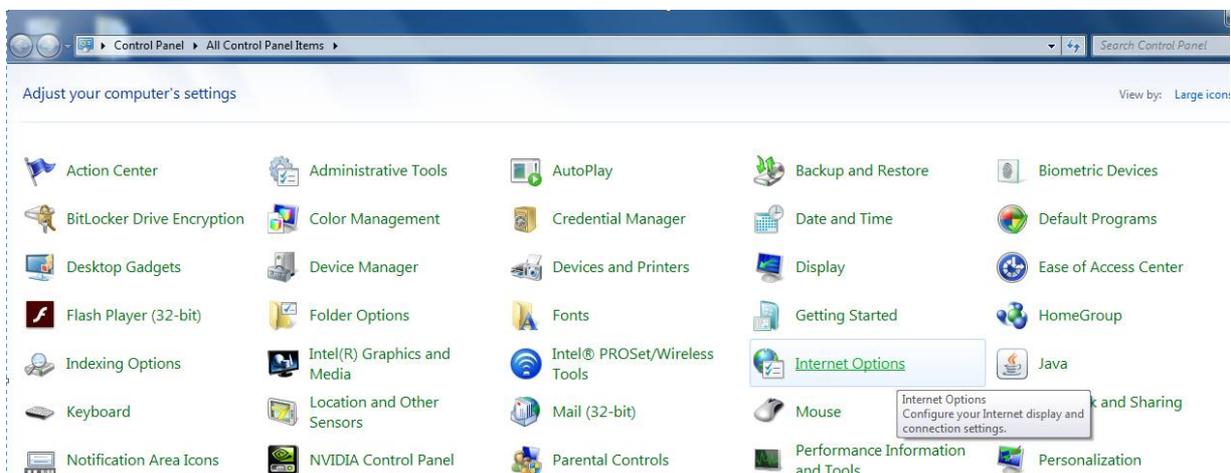


A. Clearing Browser History, Temp Files and run CheckDisk

1. Logged in PC as Admin
2. Go to **Start > Switch User**



3. Choose '**PhIS Admin**' account. Key in password for PhIS Admin account.
4. Once logged in, go to **Start > Control Panel > Choose Internet Options**

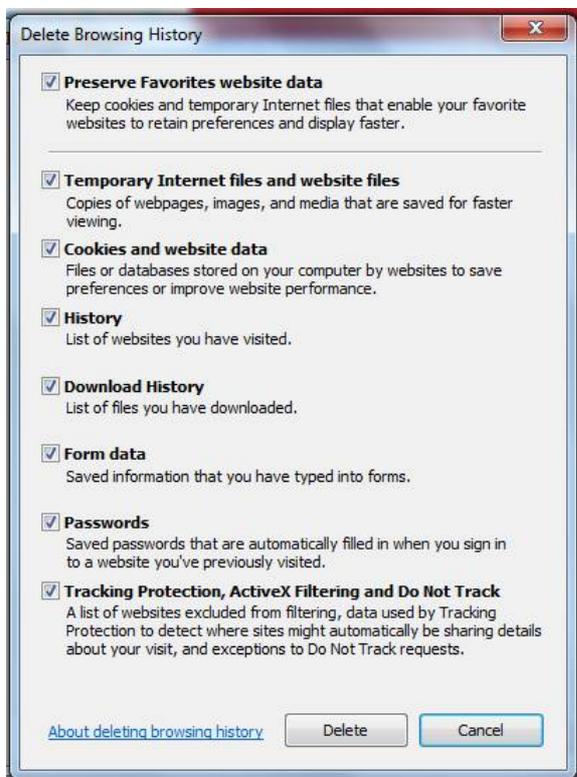




5. Click **Delete** in Browsing History



6. Tick **All** > Click **Delete**

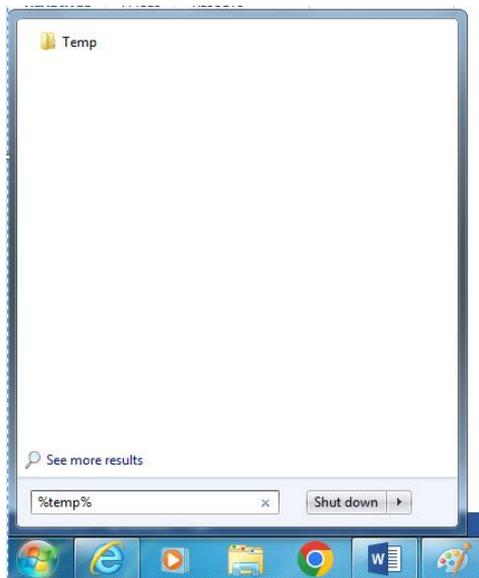


7. Click **OK** once done. History cleared

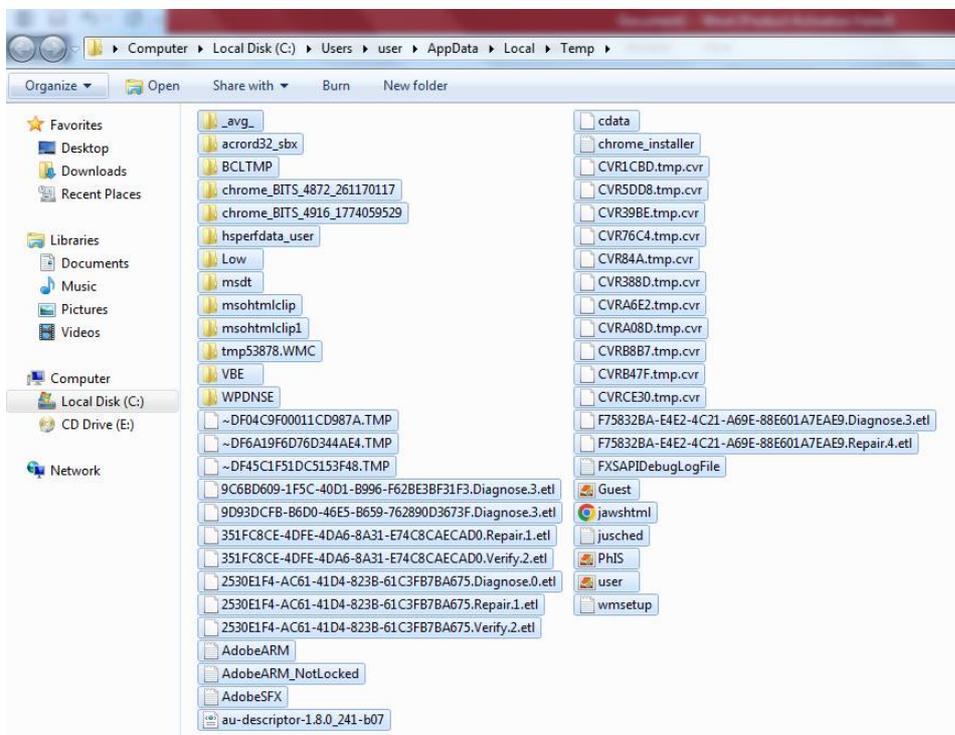


B. To Clear Temp Files

1. Click **Start** > type in **%temp%** > **Enter** / Open the **Temp** folder



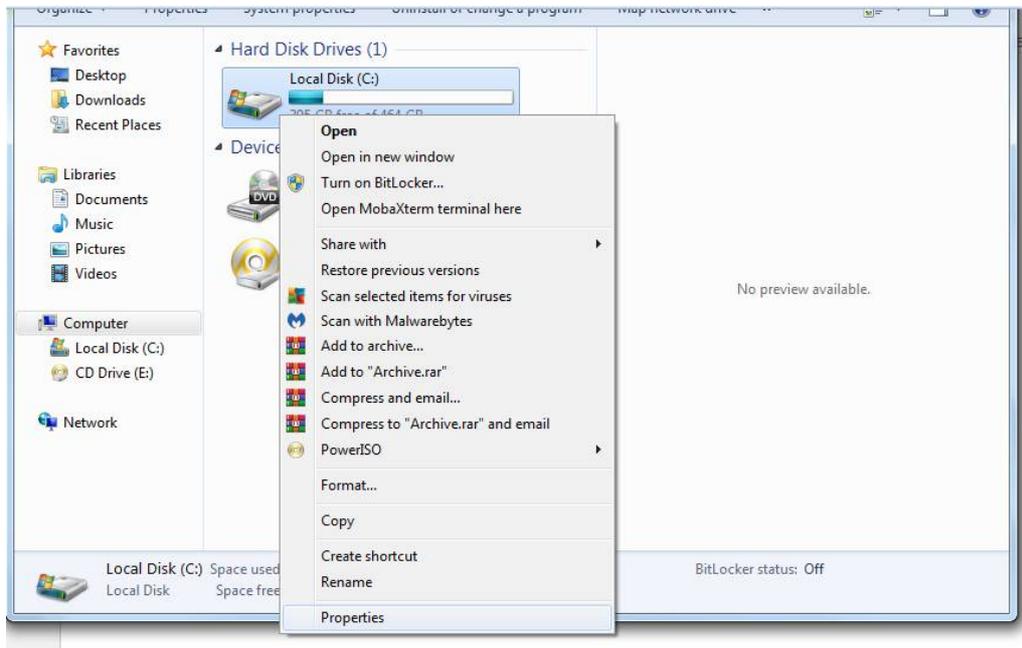
2. Select All and delete all the files and folders





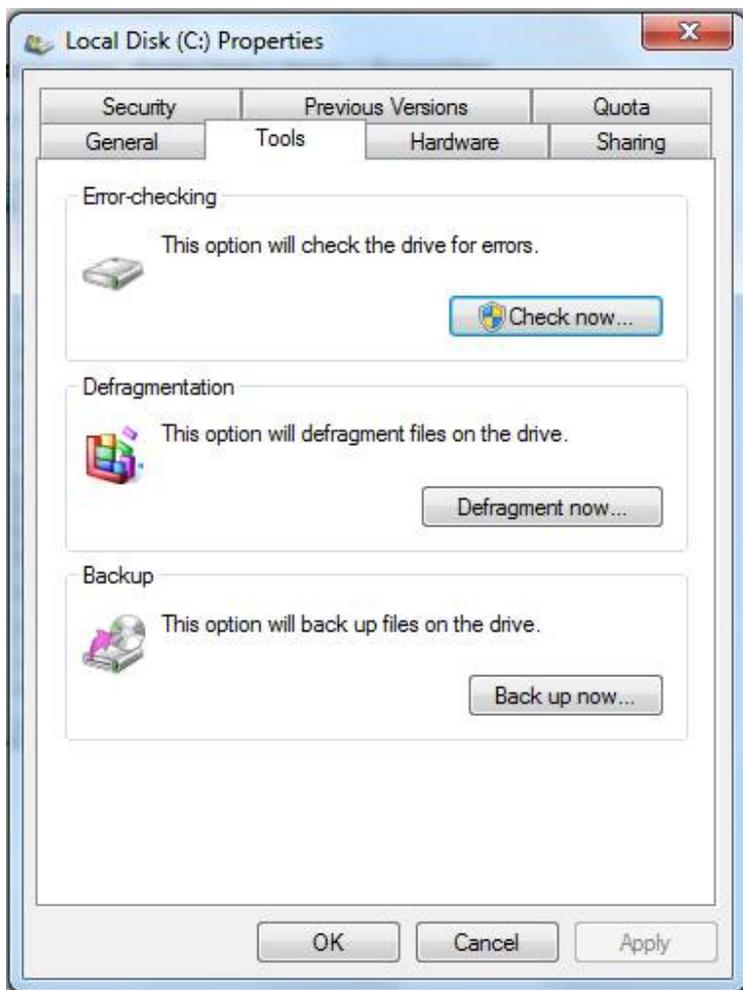
C. Run ScanDisk

1. Click **Start** > **Computer** > Once open, Right Click **C Drive** > **Properties**





2. Click on **Tools** bar > click **Check now** on Error-Checking



3. Choose both options and click on **Start**. Check Disk will start after that.

