

# System Tools – Own User Management



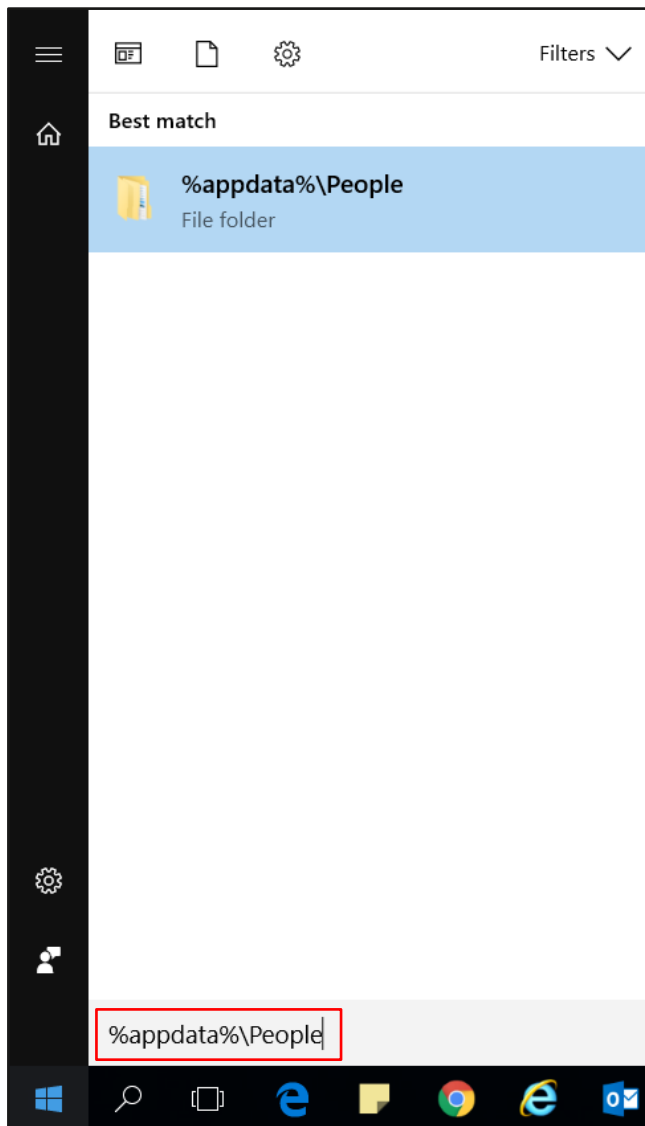
## Clear Cache

When opening screens in SAGE 300 People the data will be retrieved from the database and stored on your PC's local memory to increase the speed. Sometimes it is necessary to delete the data saved on your PC to ensure that you work on the latest data. To delete the data you need to clear cache.

The cache can be cleared in one of two ways:

### 1. Clearing Cache outside of the system

Close	<b>The Sage 300 People Application</b>
Select	<b>Start</b>
Type	<b>%appdata%\People</b>
Press	<b>Enter</b>



### Within the People folder

Delete everything except for UserConnections, BIM (if the customer makes use of Business Intelligence) and GlobalSettings.

Name	Date modified	Type
BIM	2017/08/18 9:30 A...	File folder
GlobalSettings	2017/08/11 12:41 ...	File folder
SAGPTANBB7TNP2.SQLEXPRESS.StandardCompany_RSA	2017/09/15 8:49 A...	File folder
SchemaTableHash	2017/08/14 10:46 ...	File folder
UserConnections	2017/09/13 12:37 ...	File folder

### Do not delete:

BIM folder

GlobalSettings folder

UserConnection folder

Name	Date modified	Type
BIM	2017/08/18 9:30 A...	File folder
GlobalSettings	2017/08/11 12:41 ...	File folder
UserConnections	2017/09/13 12:37 ...	File folder

## 2. Clearing Cache inside of the system

Expand

Double Click

Right Click

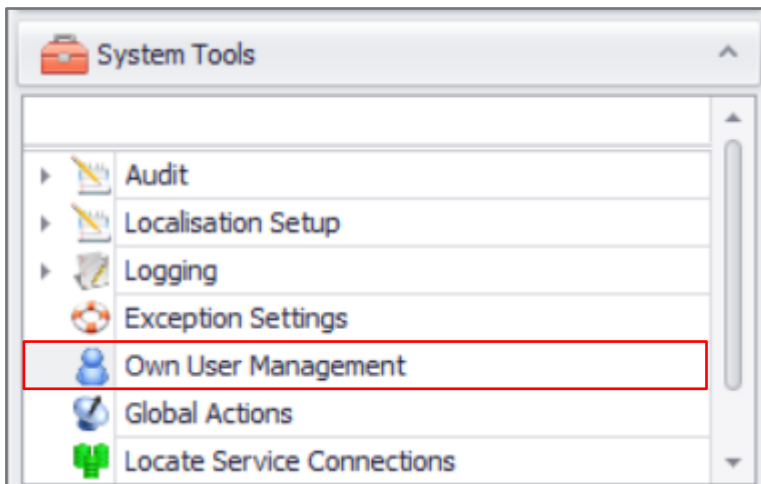
View

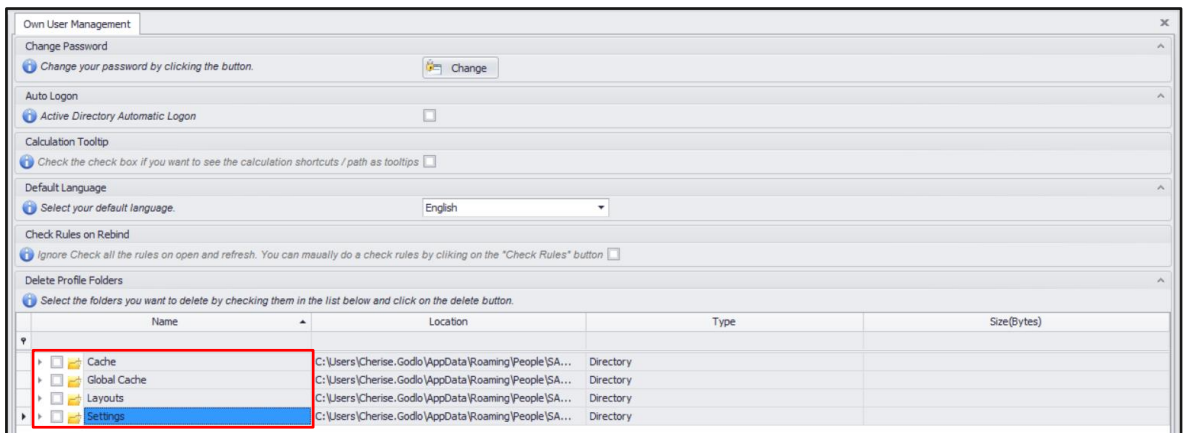
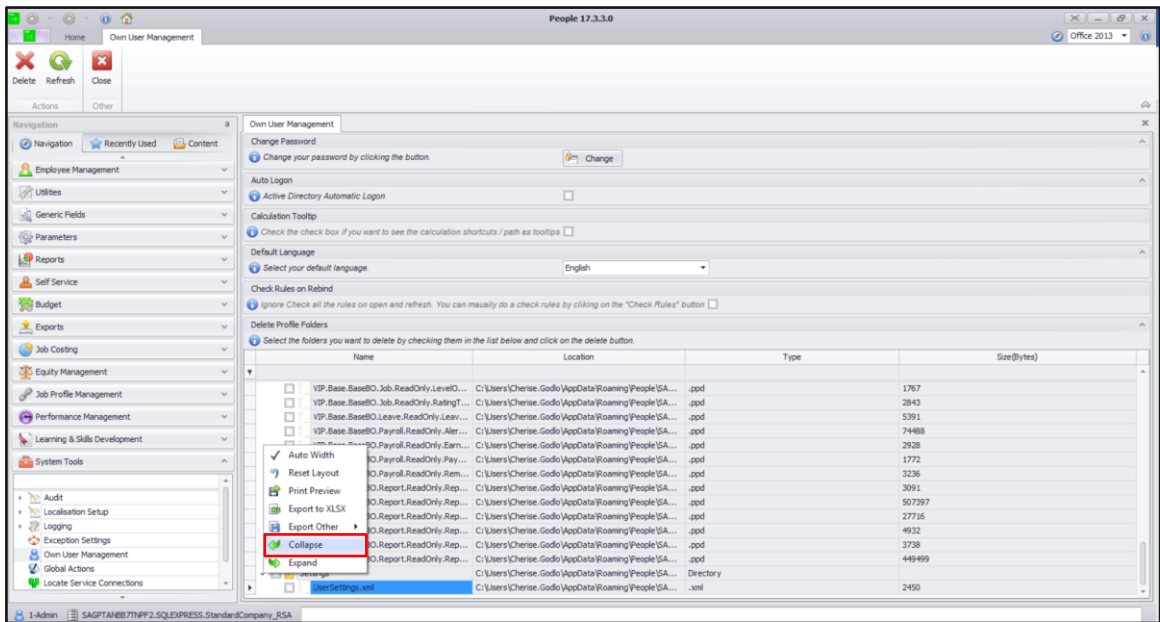
**System Tools**

**Own User Management**

**Collapse**

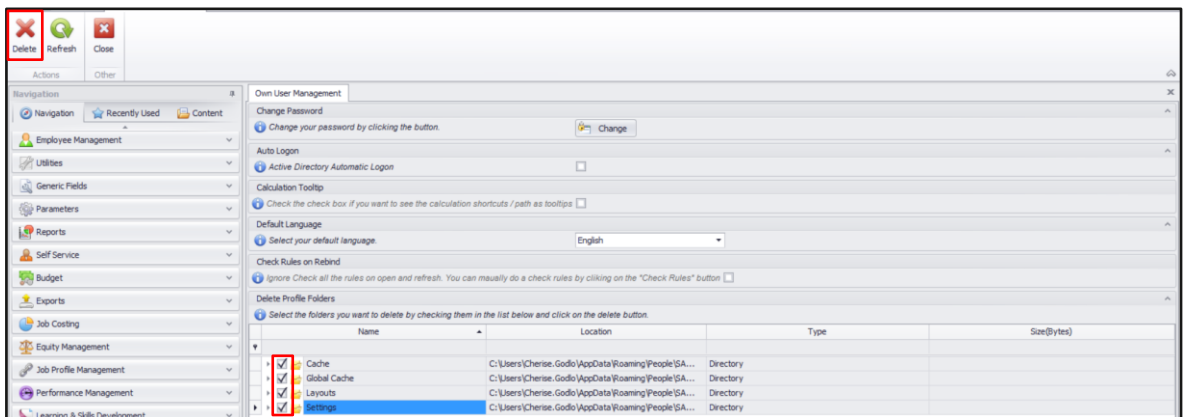
**Four folders**

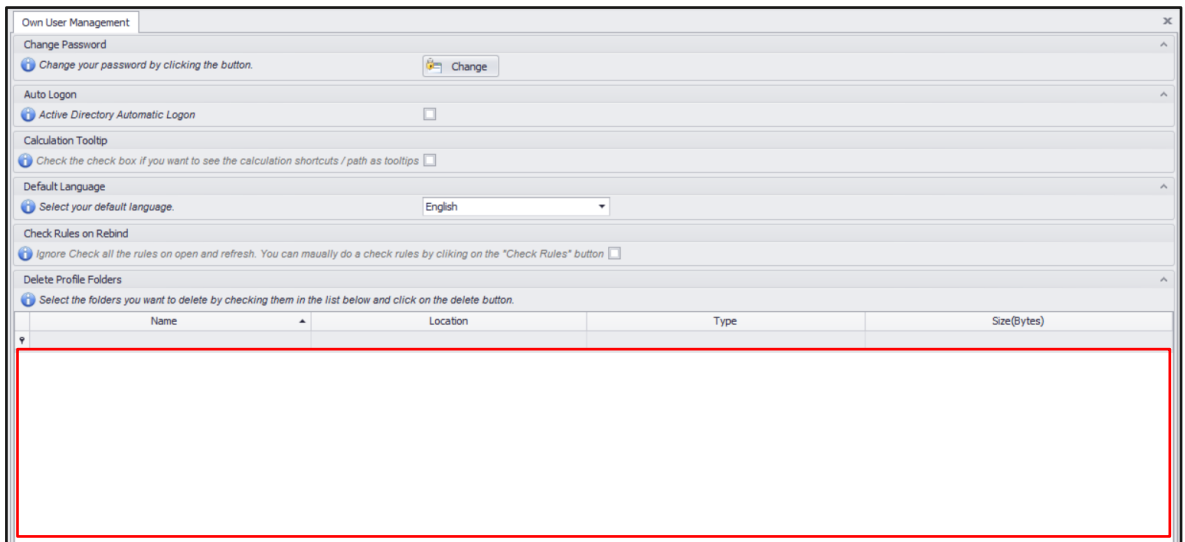




Select  
Click  
View

All four folders  
Delete  
No folders under 'Delete Profile Folders'





Restart your People Application.