Unit Financial System (UFS) User Guide

Instructions to Clear Cache and Cookies

❖ **For Chrome:**

- Open up a browser page.
- Click on the menu icon (3 dots) next to the address bar.
- Click Clear browsing data from the list.
- Make sure "Time range" is set to **All time**
- Check the boxes next to Cookies and other site data and Cached images and files.
- Click Clear data.

❖ **For Edge**

- Open a browser page.
- Click on the menu icon (3 dots) next to the address bar.
- Click on Settings.
- Click on Privacy, search, and services.
- Under Clear browsing data section, click Choose what to clear.
- Make sure "Time range" is set to **All time**
- Check the boxes Download History, Cookies and other site data and Cached images and files.
- Click Clear now.

For UFS technical support:
- Submit a help ticket by clicking Generic Incident on Self Service Mobile
- You may also email for support at Helpdeskufssupport.Noram@sodexo.com,
- If **urgent**, please call the UFS Service Desk at 1-888-667-9111, options. 1, 2, 1.

For general UFS questions:
- Email the UFS Administrator NorAm.UFSAdministrator@sodexo.com