

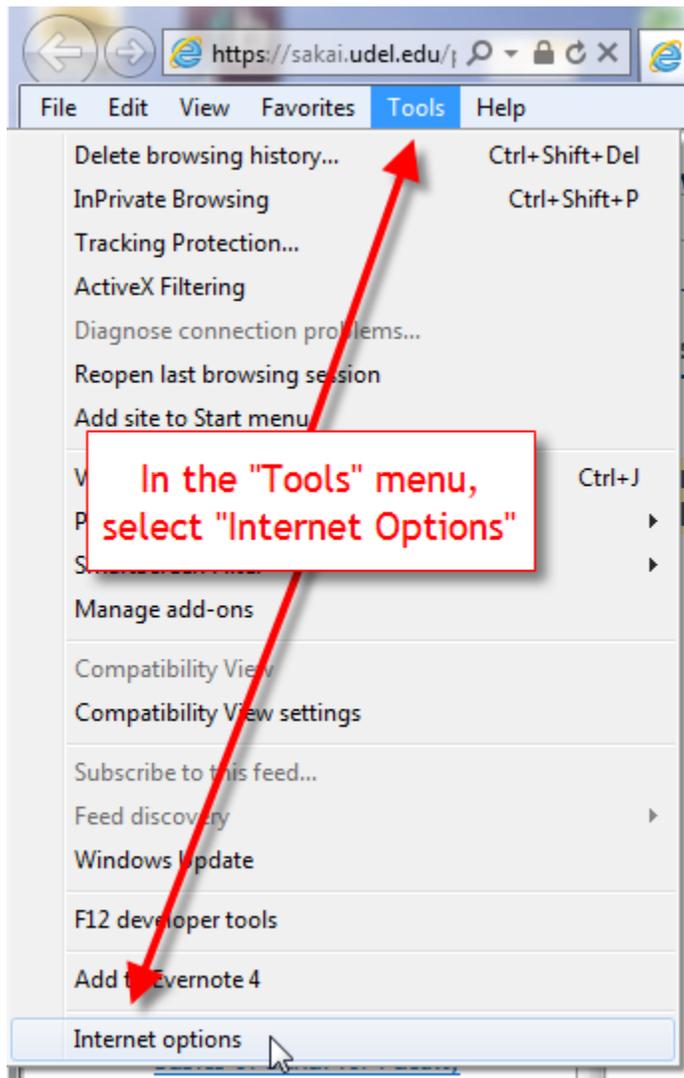
Voucher Data Loss

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

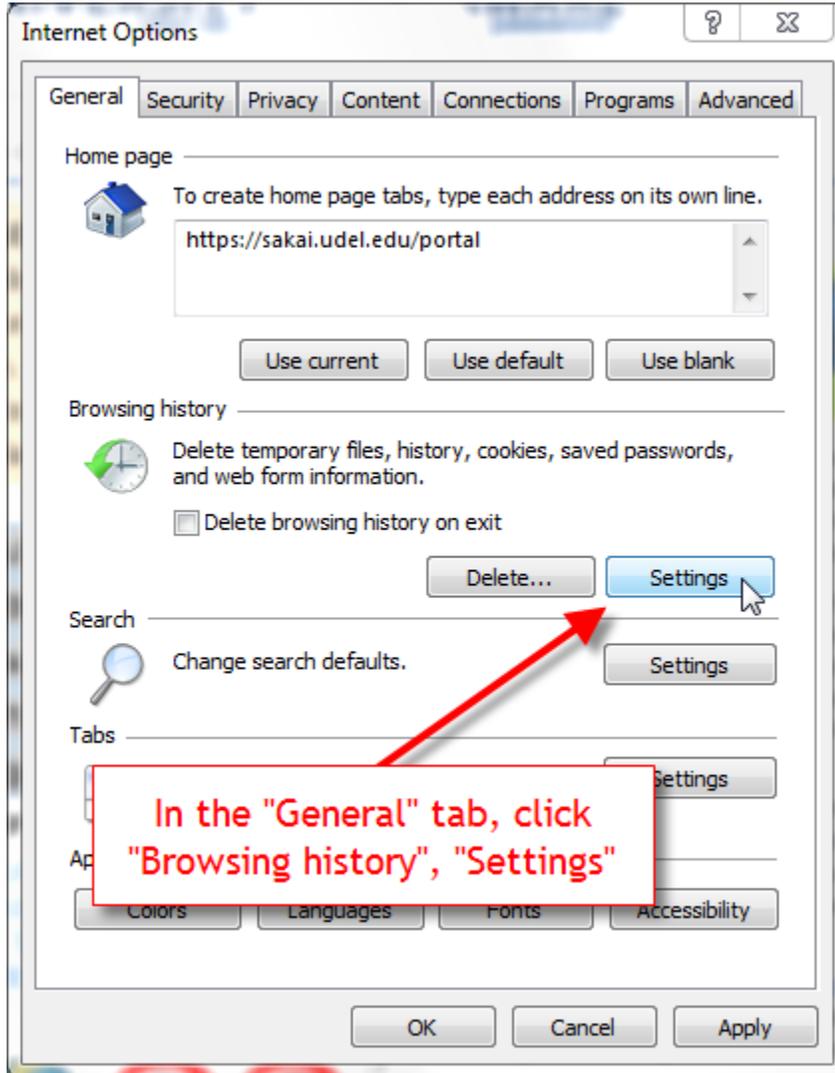
1. When entering approximately 200 or more lines of services and expenses in a voucher there could be possible data loss. It is recommended to submit interim vouchers from time to time.
2. Another reason could be that automatic caching is set on the browser. It should be set to get new page every time,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

Internet Explorer (PC)

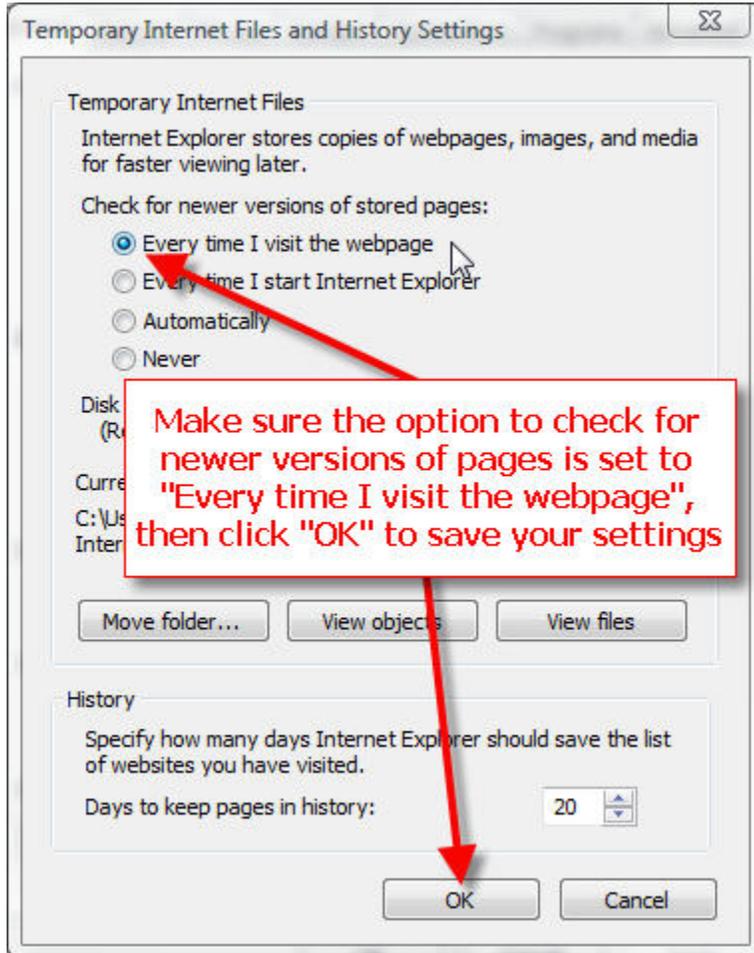
1. In the **Tools** menu, click **Internet options**.



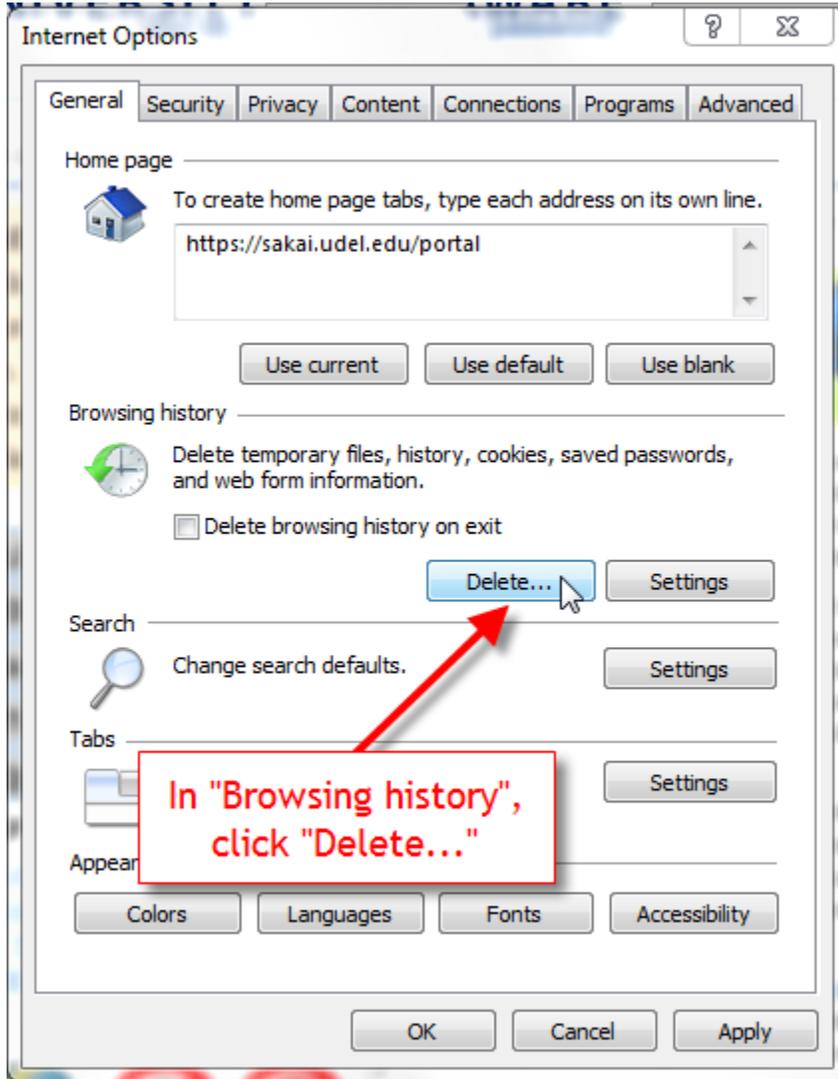
2. In the **General** tab, click the **Browsing history's** **Settings** button.



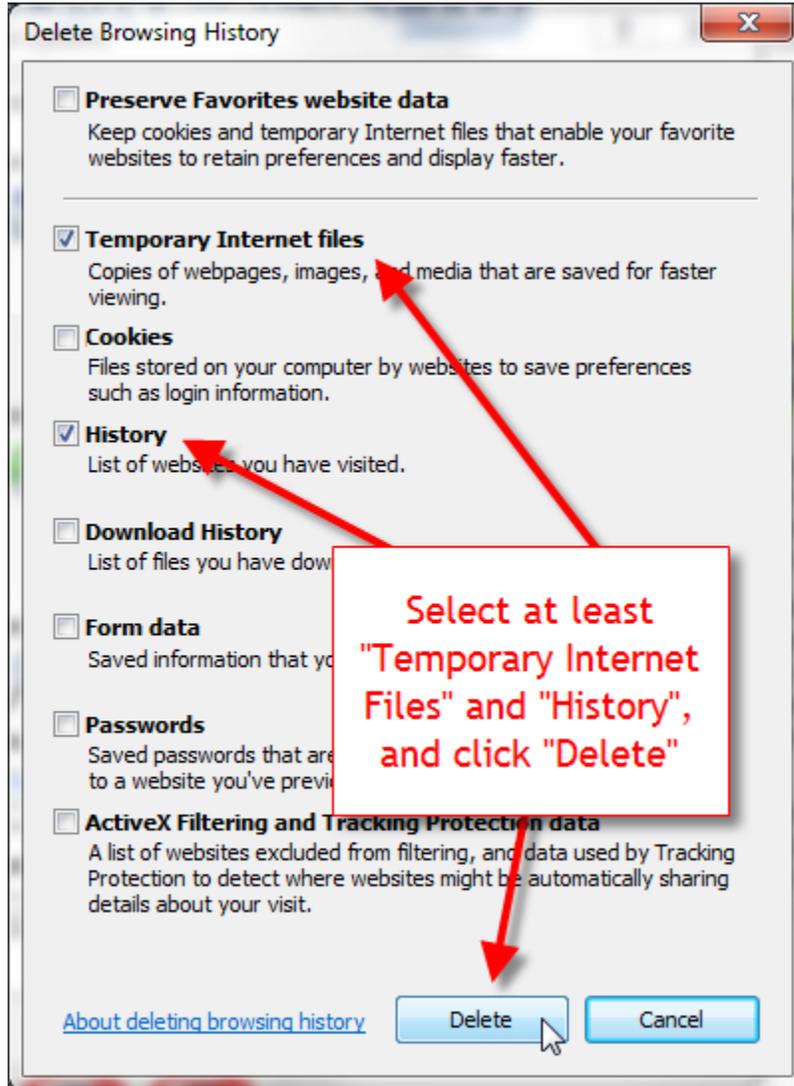
3. Select **Every time I visit the webpage**, and then click **OK** at the bottom of the page.



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 **OK** 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”**.

