

Request #: 240011

Faxed to: Common Problems

Attention:

From: Not Applicable

Date In: 09/21/2004

Time: 14:17

Sales Person: Mark Porter

Date Required: 00/00/0000

Phone: ( ) -

Fax: ( ) -

Appointment Set:

Email:

Place / Via:

Web:

Close Date: 00/00/0000

Time: 13:49

Chargable:

Previous #: 4795

Estimate #:

MIS Version:

Module: N/A

Estimating Version #:

File Name:

File Folder:

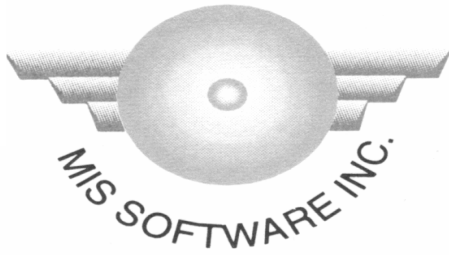
Title: Deleting Old Estimates

Description: Deleting Old Estimates

**Solution:** The MIS Estimate history record is kept and never deleted from the database. However, the actual estimate file used within the estimate program is generally purged out after it is no longer valide. (Typically users purge after 3 to 6 months.)

This purge is done using Windows Explorer

- 1) Select Start, Programs, Window Explorer
- 2) Select the P drive, Estdata folder
- 3) Select Tools, Find, Files and Folders
- 4) Specify on the Name & Location tab, in the Named field e\*.\*
- 5) Select the Data Modified Tab
  - Select - Find all files created and modified
  - Select - Between - specify the date range from and to



**Request #:** 240011

**Faxed to:** Common Problems

**Attention:**

**From:** Not Applicable

---

Select - Find Now

6) Once files have been found and appear in the "Find Files named e\*.\*" - From within this window; Select Edit, Select All  
Select File, Delete Files then Yes to confirm delete

The same process should be repeated for files in the p:\estimate folder used for creating orders from estimates.

- 1) Same as above
- 2) Select P: drive Estimate folder
- 3) Same as above
- 4) Specify on the Name and Location tab - in the Named field \*.edi
- 5) & 6) Same as above