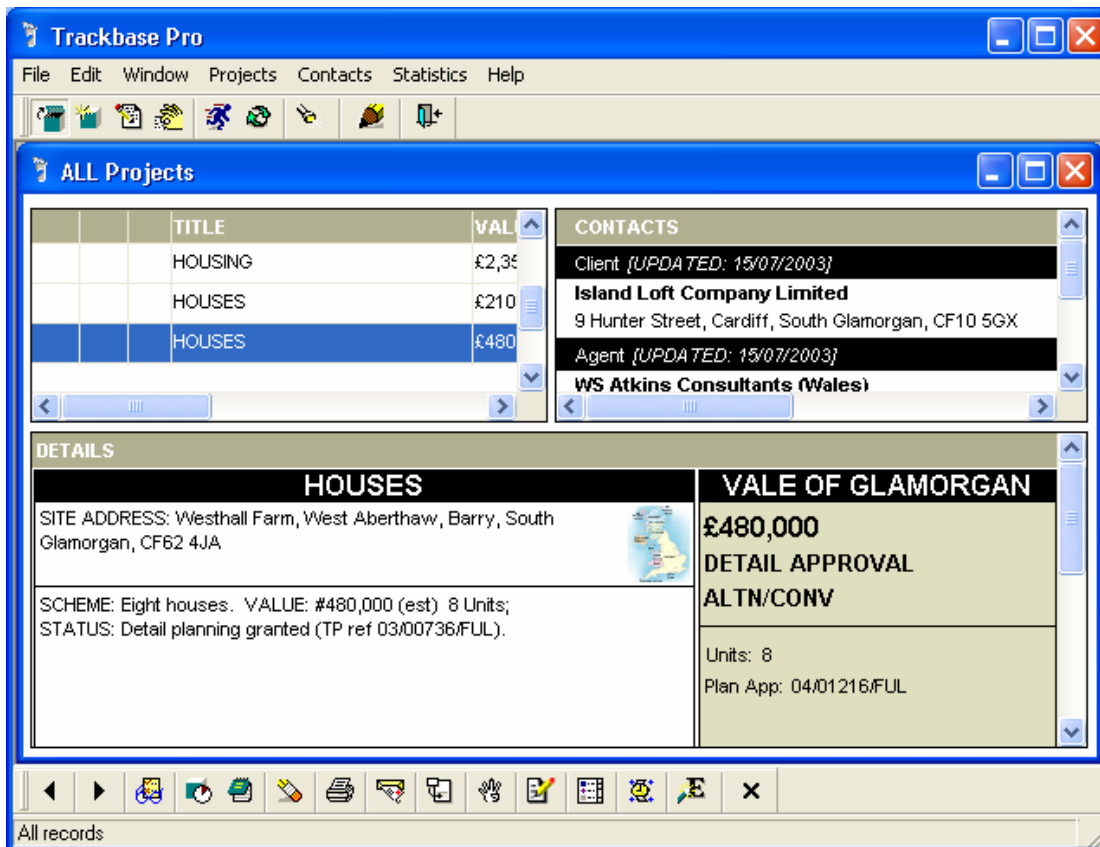



Deleting Projects

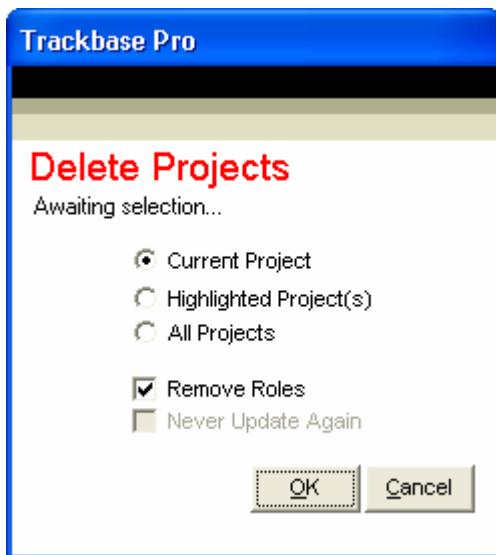
Deleting a Single Project

To delete a single project from your database, locate the project and double-click the project title to open it.

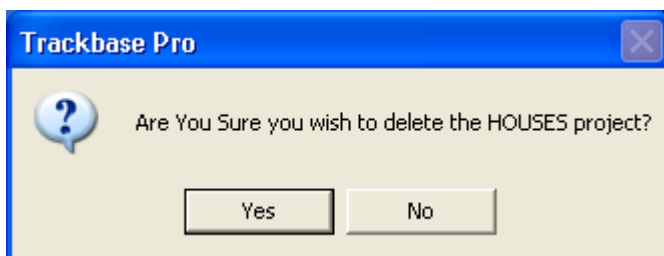


Click on the delete button  on the bottom toolbar to open the delete window.

The window below will open; you can see that 'Current Project' is the selected option for this deletion. You can also choose to remove any roles (contacts) associated with this project. Also, if you place a tick in the 'Never Update Again' checkbox, the project will not be re-added to your database even if it is updated in the future.




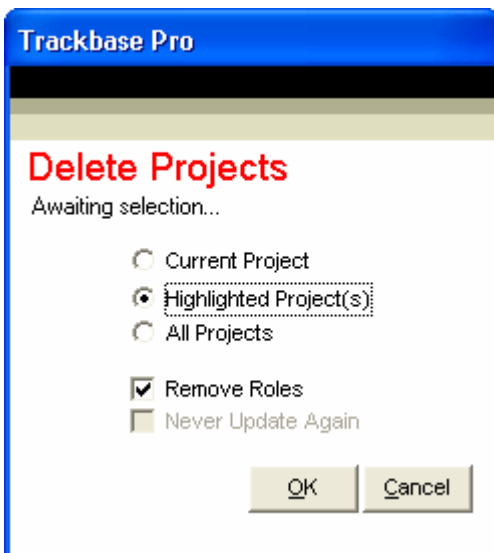
You will be asked to confirm the delete. Click on 'Yes' to continue and remove the selected projects from your database.



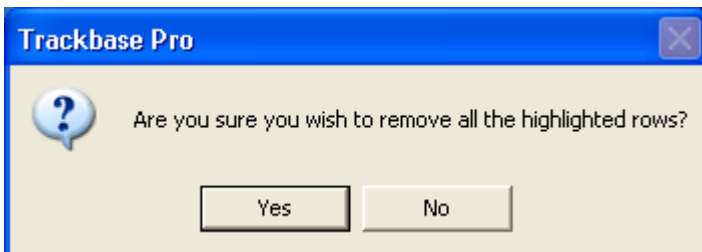
Deleting Multiple Projects

To delete more than one project you can select projects in your database and highlight them by clicking on a project, holding down the Ctrl key on your keyboard and then clicking other projects you wish to delete.

Once you have highlighted all the projects you wish to delete, click on the delete button  on the bottom toolbar. In the delete window that opens, select to delete 'Highlighted Project(s)' then click on the 'OK' button.




You will be asked to confirm the deletion. Click on 'Yes' to continue and remove the selected projects from your database.

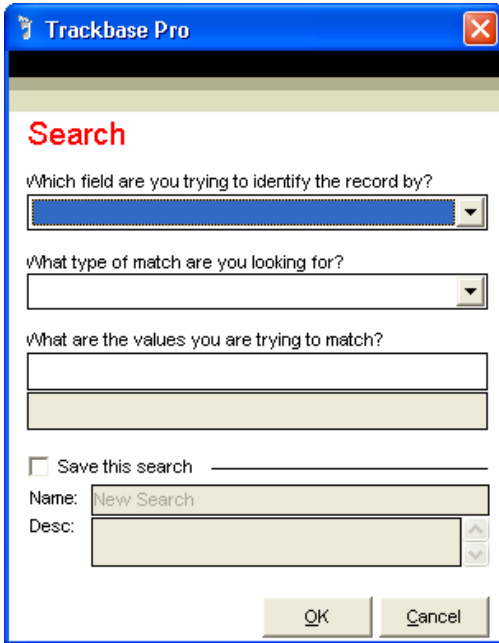


Deleting Projects by Date

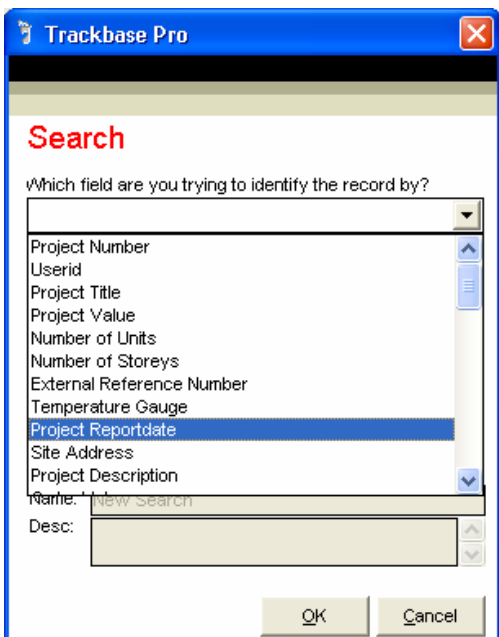
If you wish to delete projects from before a certain date, for example to remove projects more than three months old from your database, you can run a search to find these projects and then delete them as a group.

To start you will need to run a search on the date range.

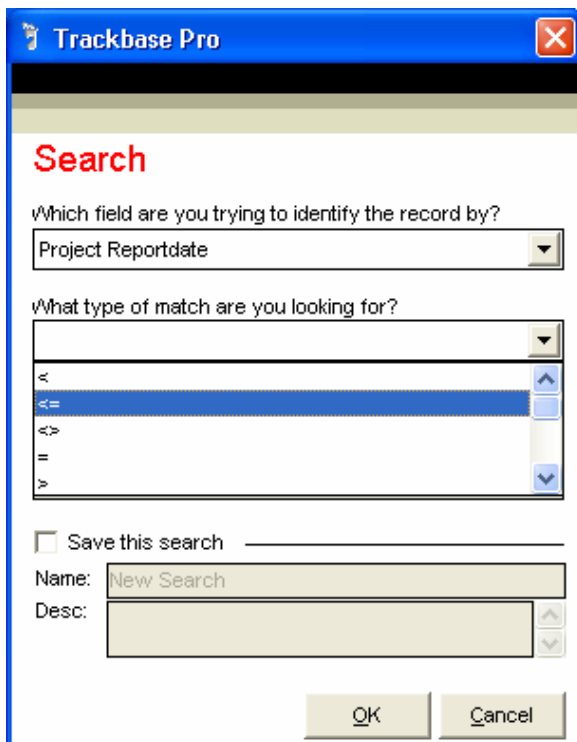
To do this, go to the Project Screen. Click on the Quick Search button  on the top toolbar. The Search window will open, as shown below:



Change the first box to read 'Project Reportdate':



Then change the second box to less than or equal to (<=) to bring up projects with a report date earlier than the date you plan to enter.



Trackbase Pro

Search

Which field are you trying to identify the record by?
Project Reportdate

What type of match are you looking for?
<
<=
>
=
>

Save this search

Name: New Search
Desc:

OK Cancel

Finally, enter the date you have decided to use. This search will find all projects older than the date you have entered. Click on the 'OK' button to continue.



Trackbase Pro

Search

Which field are you trying to identify the record by?
Project Reportdate


What type of match are you looking for?
<=

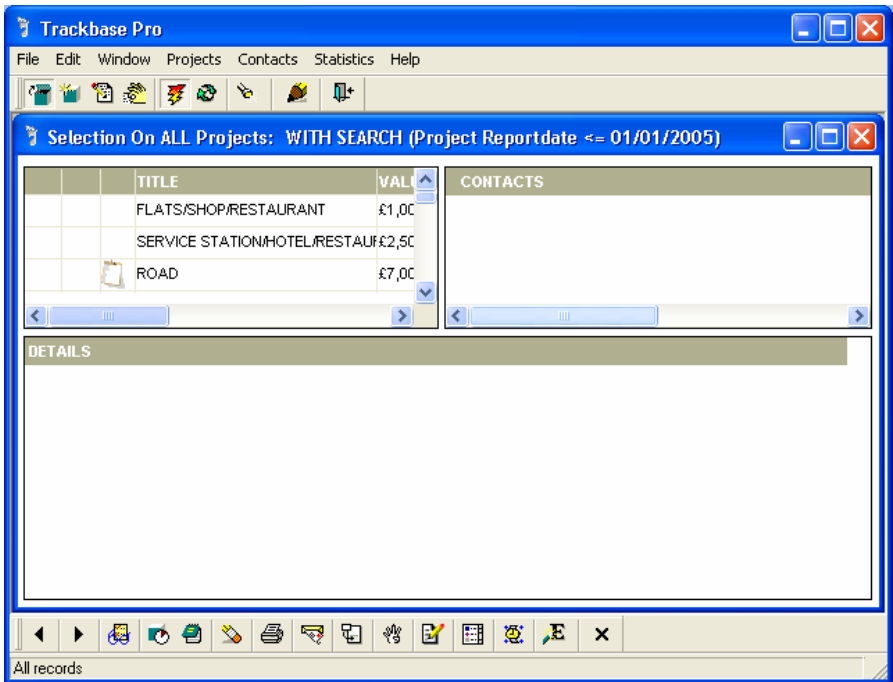
What are the values you are trying to match?
01/01/2005
00/00/0000

Save this search

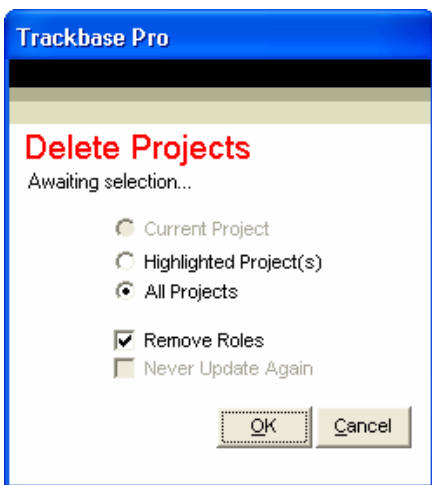
Name: New Search
Desc:

OK Cancel

Click on the 'View All' button  on the top toolbar to see all projects older than your specified date.



To delete these projects click on the delete button  on the bottom toolbar. Choose to delete 'All Projects'. Then click on the 'OK' button to continue.



You will be asked to confirm the deletion. Click on 'Yes' to continue and remove the selected projects from your database.

