



FAQ - How Do I Delete a Project?

Question

How do I delete a project from QDMS?

Answer

Once a project is no longer required it can be removed from QDMS. This is useful for projects that have been used for training and testing purposes.

QDMS stores the Data for each project in a separate set of database tables and these tables are stored in a Windows Explorer folder for each project. QDMS also stores a list of all projects in a table. The list of projects you see when logging into QDMS is sourced from this table.

Deleting a Project from within QDMS

Deleting a project in QDMS is a two stage process:

- (A) Removing the project details from the table that stores the list of projects
- (B) Deleting the actual project data

The removing of the project details from the table that stores the list of projects is done from WITHIN QDMS. The deleting of the actual project data is done using WINDOWS EXPLORER.

(a) Removing the Project from the QDMS Project Listing

1. Run QDMS and select a project other than the one to be deleted
2. Click on the **Tools** menu (if you have Supervisory rights assigned to your User ID)
3. Select **Options**
4. Navigate to the Project to be deleted by using the blue arrows on the Toolbar
5. Click on "Edit details" button
6. Click on "Project settings" tab
7. Click on the **Delete** button
8. Click "Yes" to confirm the deletion, and then click "OK" to complete the process

Note: At this point, all you have done is removed is the project from the list of projects that you see when you log into QDMS. You have NOT yet touched the project data (the drawing register etc)

(b) Deleting the Data Files

You will now need to remove the project data files from the directory. We strongly recommend copying this information first to an alternative location (CD or folder) for archiving purposes if the data files contain any real project data.

1. Run Windows Explorer
2. Locate the Project folder that contains the data to be deleted. This is usually located in the \QASOFT\QDMS\PROJECTS\XXXX\ folder where XXXX is the Project Number.
3. Delete this folder, OR move it to another folder or CD if required.

Note: This process should be done with extreme care as once the project data files have been deleted the process is irreversible.

Further information on issue

For further information, please contact QA Software Pty Ltd.

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