

FAQ – How to Delete Projects from QTRAK

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QA software

1. Introduction

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

QTRAK 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.

QTRAK also stores a list of all projects in a table. The list of projects you see when logging into QTRAK is sourced from this table.

2. Deleting a Project from within QTRAK

Deleting a project in QTRAK 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 QTRAK. The deleting of the actual project data is done using WINDOWS EXPLORER.

(a) Removing the Project from the QTRAK Project Listing

1. Run QTRAK and select a project other than the one to be deleted.
2. Click on the **Tools** menu.
3. Select **Options**.
4. Click on the **Project Settings** page.
5. Navigate to the Project to be deleted by using the arrows on the Tool bar.
6. Once the appropriate Project has been located click on the **Delete** button on the Toolbar.
7. Click on **Close**.

Note that at this point, all you have done is removed is the project from the list of projects that you see when you log into QTRAK. 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 diskette) for archiving purposes if the data files contain any real project data.

8. Run Windows Explorer
9. Locate the Project folder that contains the data to be deleted. This is usually located in the \QASOFT\QTRAK\PROJECTS\XXXX folder where XXXX is the Project Number.

10. Delete this folder.

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

3. Support

If you are having any problems with getting our software installed or getting started, please don't hesitate to contact our Technical Support Division by Phone: + 61 3 8379 0000, Fax: + 61 3 9326 6544 or Email: support@qa-software.com