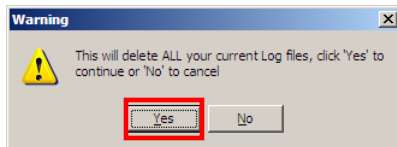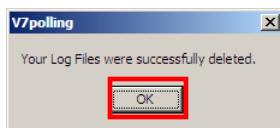# Delete Menu

The **Delete** menu allows users to delete Log, All Report files, Select Reports files, and Custom files from the selected data directory. This option is designed to help users manage the size of their V7 Polling directory. *Note: Backup the files to be deleted before proceeding.*

Prior to each deletion, users will be prompted to confirm the procedure. Click **Yes** to proceed or **No** to cancel.
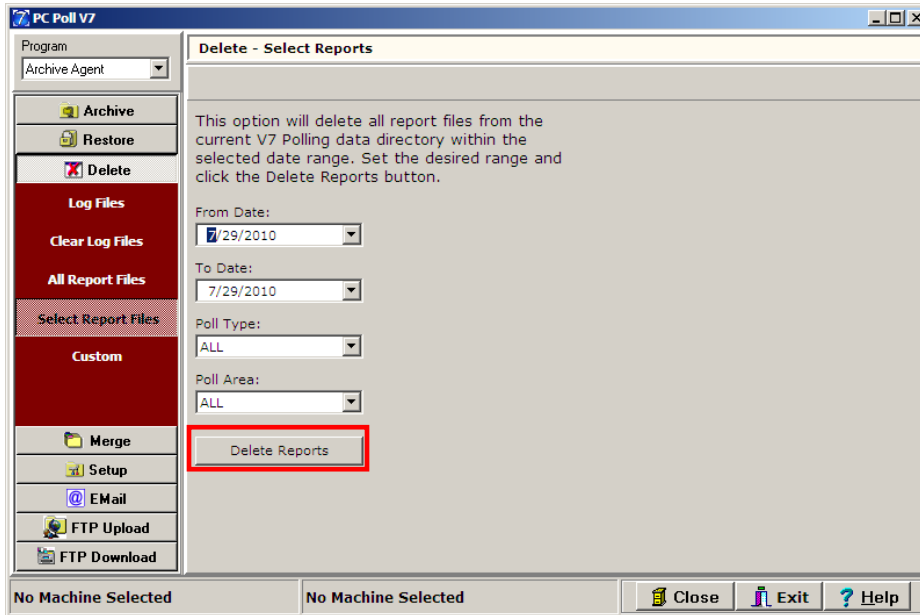

After the software is done processing, a message will be displayed confirming the deletions. Click **OK**.

Definitions

Log Files: The Log option deletes all History and Pending database files from the selected data directory.

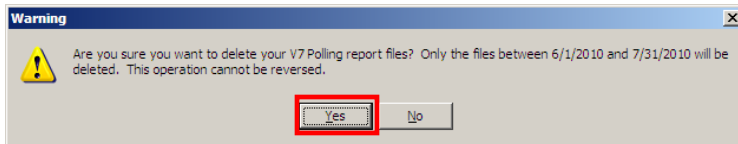**Clear Log Files**: This option clears ALL current Log Files.

All Report Files: The All Report option deletes all AllPolls and Report database files from the selected data directory.
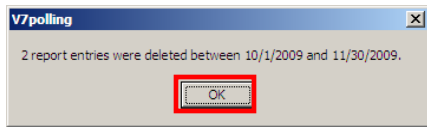

Select Reports: The Select Reports option deletes only those reports that were polled between the **From Date** and **To Dates** and/or of a selected Poll Type and Poll Area.

The **Poll Type**, shown above left, refers to **X** (reading) or **Z** (clearing) reports. The **Poll Areas** 1-5, shown above right, refer to buffers contained within the cash register. Most registers only have two buffers Daily (1) and Periodic (2). For more information on report types, please consult a cash register dealer.

Clicking the **Delete Reports** button will open the warning screen above. Clicking the **Yes** button will begin the deletion process.

A screen will open showing the number of entries that were deleted between the chosen dates. Click **OK**.