
OverNet Computer Services

Mechanic helpdesk query

How to delete quotes and dead quotes.

As part of regular system maintenance, it is recommended that the lists of Quotes and Dead Quotes are cleared out every year.

There are two steps that are used to do this...

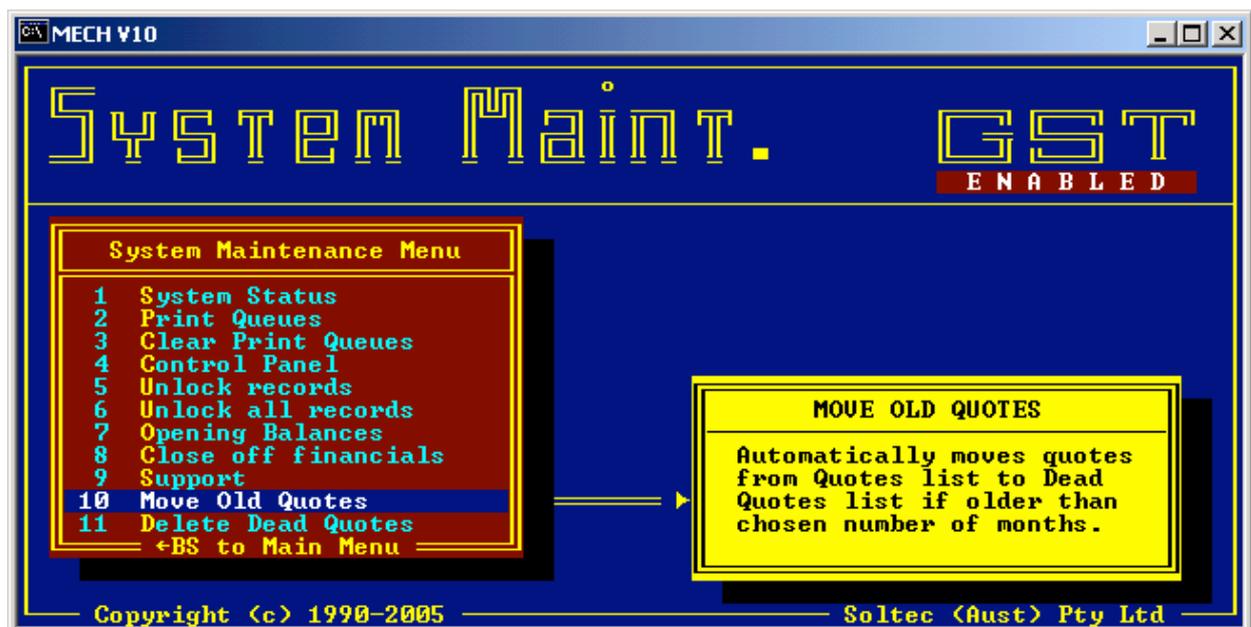
1. The first will move all the old quotes to become dead quotes.
2. The second will delete all the old dead quotes.

Any old quotes that are you need to keep should be temporarily moved into the Completed Work list and then moved back to the Quote list when this process has completed.

STEP 1: MOVE OLD QUOTES TO BE DEAD QUOTES.

From the main menu select option 6, (System Maintenance).

From the System Maintenance menu, press "M" and [ENTER] or press the down-arrow key to highlight the MOVE OLD QUOTES option and press [ENTER].



It will ask for the number of months. You may want to change it from 6 to 12 months so that only quotes that are older than 12 months are moved.



This process will take a minute to complete and then show the number of quotes moved.

STEP 2: MOVE OLD QUOTES TO BE DEAD QUOTES.

From the System Maintenance menu, press “D” and [ENTER] or press the down-arrow key to highlight the DELETE DEAD QUOTES option and then press [ENTER].

It will ask for the number of months. You may want to change it from 12 months to 24 so that only quotes that are 2 years old are deleted.

This process will take several minutes to complete – especially if it has never been run before. When completed, it will show the number of dead quotes that have been deleted.

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