

Deleting Windows and Timeslips Temporary Files

Question

How do I delete temporary files from my computer?

Answer

Follow these Steps to Delete Windows temp files:

*****Note:** These steps will take you directly to the Windows temp folder.

1. Close all programs.
2. Click on the **Start** button.
3. Click **Run**.
4. Type in **%TEMP%**.
5. Click **OK**.
6. Hold the **Ctrl+A** buttons to select all files in this folder.
7. Delete the temp files.

*****Note:** Not all temp files found using this method will be Timeslips temp files. Close all open programs prior to deleting these files.

Follow these steps to delete Timeslips temp files:

*****Note:** The following steps assume Timeslips is installed in the default location. If Timeslips is installed locally to a different folder, please alter steps to accommodate that change.

1. Close all programs.
2. Open **My Computer**.
3. Open the **C:** drive.
4. Open **Program Files**.
5. Open the **Timeslips Folder**.
6. Open the **Temp Folder**.
7. Hold the **Ctrl+A** buttons to select all files in this folder.
8. Delete all temp files in this folder.

Steps To Delete Timeslips Locking Files

Question

How can I delete Timeslips locking files?

Answer

1. All Timeslips users must close out of Timeslips.
2. Go to **Start; Find\Search** for files and folders.
3. If this is a network, search the network drive where Timeslips resides, otherwise select the C: drive
4. Search for the following files and delete them.

pdoxusrs.net
pdoxusrs.lck
paradox.lck
fulses

5. Retry the process.
6. If the error persists reboot the workstation having the issue.
7. Retry the process.
8. If the error continues to persist it is necessary to reboot the server where Timeslips resides.