

Timeslips Hidden Treasure #9 – Deleting Temporary Files

During daily use of Timeslips version 9 and above, the program uses temporary files to create reports, open multiple screens simultaneously or to run data verification. Frequently these temporary files are automatically removed by the program when the process is completed. However, if the program has frequent lock-ups or stops for any reason during these processes, the temporary files will not be automatically removed and over time may interfere your using Timeslips. The results of having too many temporary files include frequent lock-ups, slow processing and error messages even though data verification does not find any errors. In other words, your computer won't let you do what you want to do and this results in major frustration. It is normal to have 4-6 temporary files/folders present on your computer but any more than that should be deleted to enhance performance of the program.

In Timeslips version 9 and above, there are four types of temporary files/folders (*.tmp, fulses, apises and minises) that may accumulate on each workstation running Timeslips. The local installation of Timeslips stores temporary files in the C:\program files\Timeslips\temp folder and Windows stores fulses, apises and minises on the local C:\ drive in different folders depending on your version of Windows. **On each Timeslips workstation**, follow these instructions to locate and delete Timeslips temporary files:

To Delete Timeslips Fulses, Apises or Minises Folders:

1. Close all programs.
2. Open Windows Explorer or My Computer.
3. Change the view to details by selecting **View/Details** from the menu bar.
4. Select the **Search or Find** icon on the toolbar.
5. Select **Search for Files or Folders** option at the bottom of the screen (Note: this may already be selected).
6. Type **Fulses*.*** in the Search for files or folders named field in the white box located at the top of the screen.
7. Select the **Search Now** button to begin the search.
8. All folders named Fulses will appear on the right hand side of the screen. It is OK if no folders appear. This only means that you don't have to perform steps 9 & 10 below.
9. If any Fulses folders appear, click on the right side of the screen and select **Edit/Select All** from the menu bar to highlight all folders found.
10. Once all Fulses folders are highlighted, select the **Delete** button on your keyboard to delete all Fulses folders.
11. Repeat steps 6-10 for Apises and Minises folders. Replace these names where you see Fulses above.

To Delete Timeslips Temporary Files:

1. Close all programs.
2. Open Windows Explorer or My Computer.
3. Change the view to details by selecting **View/Details** from the menu bar.
4. Double click on each folder to locate and open **C:\Program Files\Timeslips\Temp** (Note: use the actual path where Timeslips is installed on your local C:\drive).
5. Once you are in C:\Program Files\Timeslips\Temp, select **Edit/Select All** from the menu bar.
6. Select the **Delete** button on your keyboard to delete all temporary files.

These steps should be performed following any improper shut down of Timeslips (often caused by lockups or power failures while working in Timeslips) or quarterly as a regular maintenance to the software. If you are uncomfortable performing the above steps, one of our consultants will be available on **Visions'** Timeslips Help Desk at (858)724-0044 to assist you. Telephone support calls are billed at your normal hourly rate in 6-minute increments or if you are on a **Visions** Support Plan there is no additional charge for telephone support.

We know that some of the most useful features of any software program are often not intuitive and hope you find this Timeslips Hidden Treasure useful in your business. Please contact me with suggestions for future "Hidden Treasures" topics or if you are interested in receiving previous issues:

- Hidden Treasure #1 – Right-Click Menu options
- Hidden Treasure #2 – Time Entry Shortcuts
- Hidden Treasure #3 – Credits on Bills
- Hidden Treasure #4 – Client Hold (putting billing activity on hold)
- Hidden Treasure #5 – Unapplied Payments
- Hidden Treasure #6 – Billing Assistant
- Hidden Treasure #7 – Closing Slips
- Hidden Treasure #8 – Proof Stage: Clear or Revision?

We encourage you to forward this e-mail to friends who would find it valuable. Thank you for your interest and support.

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