

Purge Current Files to History

Make sure everyone is out of the system

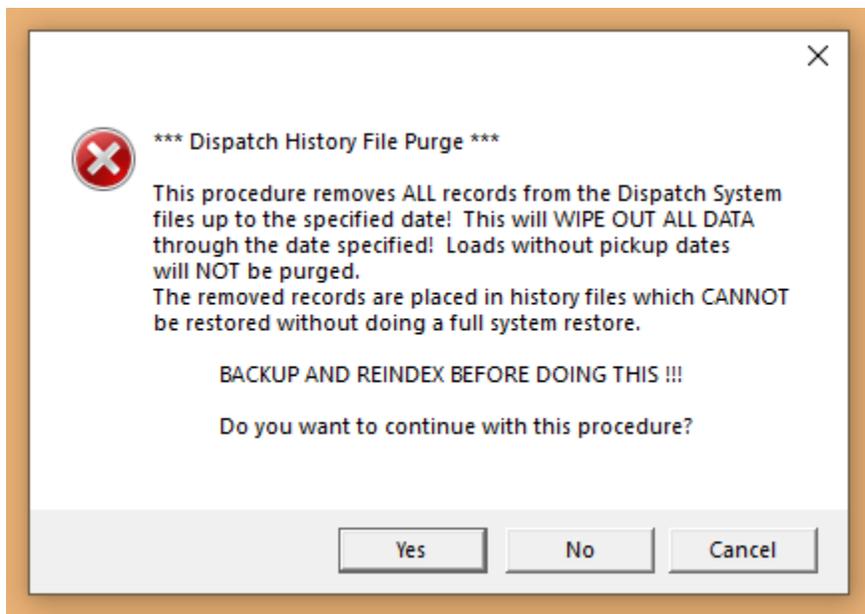
BACKUP DISPATCH (you can call us to perform this for you if need be)

RE-INDEX DISPATCH (AND SAY YES TO PACK-VERY IMPORTANT!!)

When you are ready to purge go to the UTILITIES menu->PURGE CURRENT FILES TO HISTORY

A WARNING WILL APPEAR AT THIS POINT TELLING YOU TO BACKUP AND RE-INDEX DISPATCH

CLICK YES TO CONTINUE IF YOU HAVE DONE YOUR BACKUP AND RE-INDEX



Purge to History

Folder for History Files:

Load Cut-Off Date: (Date Must Be OVER 3 Months Ago)

Delete Call-In/Advance Records: (Instead of Moving to History)

Call-In/Advance Cut-Off Date:

Purge Canceled Loads?

Purge Completed, Non-Settled Trips?

Connect Trip Purge to Loads?

Purge Billed but Non-Delivered Loads?

OK Cancel

The program lets you know where it will be storing these purged files. This folder is automatically created during the purge process.

Enter the Load Cut-Off Date (This refers to the pickup date in the load)

Loads must have a pickup date and be billed and either have the status of C or D in order to purge.

You can choose to delete call-in and advance records (Instead of Moving to History)

Fill in the Cut-Off Date for call-in and advance records

Do you want to purge canceled loads? (This will purge loads with a "C" status)

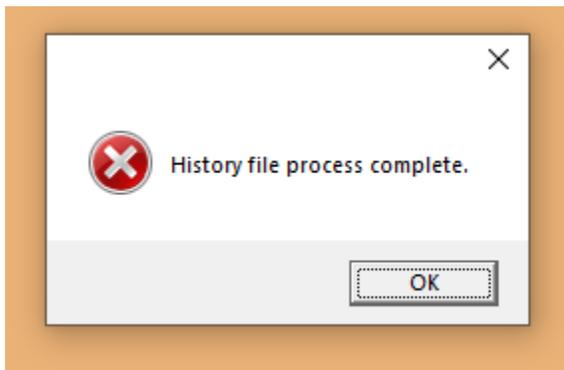
Purge completed, Non-Settled Trips? (This will purge trips with a completion date before the purge cut-off date and that have not been settled. Settled trips will automatically be purged)

Connect Trip Purge to Loads? (This will ONLY purge trips that meet the above specifications, BUT ALSO, are connected to a load that will be purged. Status must be delivered and have a load pickup date before the purge cut-off date.) We suggest saying NO to this question.

Purge Billed but Non-Delivered Loads? (If a load/trip is not delivered but has been billed and has a load pickup date)

Deadhead trips will automatically be purged if settled using the completion date as the date to purge.

Click OK and the program will complete the purge and automatically re-index and pack.



All done!