

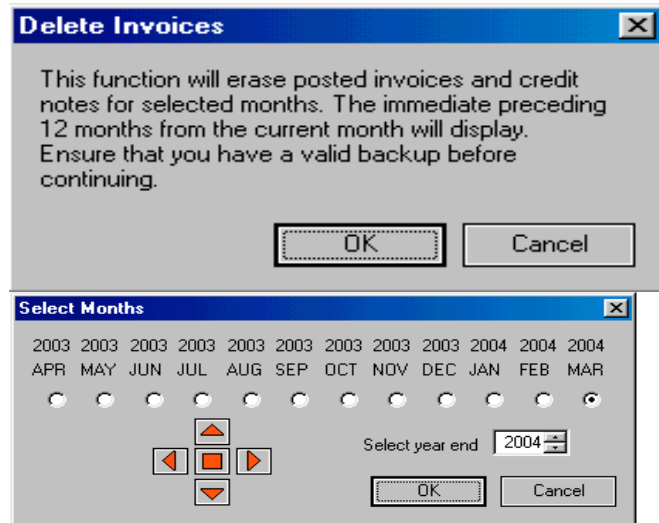
# HOW CAN I REDUCE THE SIZE OF MY SAVED INVOICES AND CUSTOMER HISTORY?

## Delete Invoices

Please read the warning message carefully and make sure that you understand what you are deleting. It is always advisable to make a backup, label it and put it to one side before you start this process.

This function will enable you to select by month and year the invoices you want to delete.

In order that invoices can be reprinted in the event of a paper jam each invoice created by the system is stored until you decide to delete the invoices to reduce the size of the file.



**Please make sure you regularly delete saved invoices to reduce the size of the database. Saved quotations and invoices saved but not posted will not be deleted during this routine.**

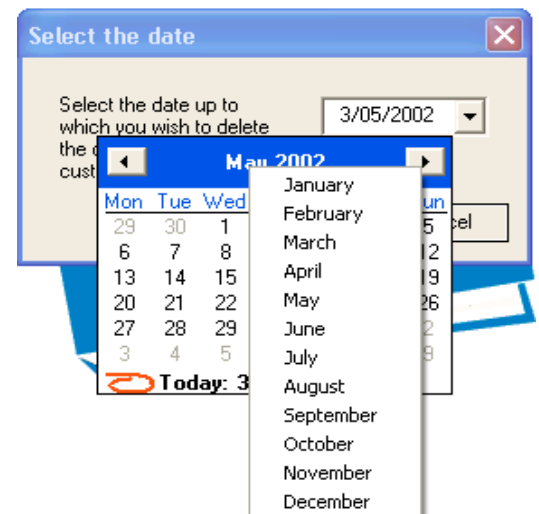
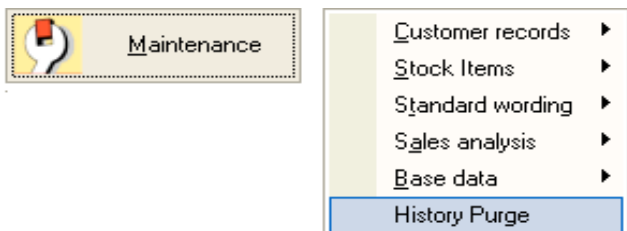
### **THIS IS IMPORTANT PLEASE NOTE:**

**You MUST print and keep office copies of all invoices, as the computer record is not sufficient for Taxation purposes.**

## Maintenance ... Purge History

We have added this function in order that Users can reduce the size of their database to save space on their computer and to reduce the size of the backup files.

To complete this operation go to Maintenance - Purge History



Select the date up to which you would like to purge the Customer History Files.