

HOW TO DELETE OBSOLETE COMPANY DIRECTORIES

This is a PROMPT procedure to follow to accomplish the elimination of all files relating to an obsolete company that has been created in sub directories of PROMPT Business System.

The procedure is explained for one company, but can be used to delete each obsolete company.

1. Go to the PROMPT Database Management System and select option **DU**
It does not matter what company name you are logged in as because the database utility goes across companies.

You will get: USING: MAIN DIRECTORY

2. COMMAND(?) **SE TWO** (press enter)

You should get: **USING: TWO**

We are assuming that **TWO** is the name of an obsolete company. It is possible that it could be named **TWO.DIRECTORY**

If it is named TWO.DIRECTORY, your command will be

SE TWO.DIRECTORY and you would get: **USING: TWO.DIRECTORY**

It is very important to understand the directory structure because the task is to get into the correctly primary directory to be deleted then navigate to the each sub directory, first unlocking, then deleting each sub directory, then do the same to the primary directory.

3. At this point we assume you are in the primary directory of the company you desire to delete. For example: **USING: TWO** or **USING: TWO.DIRECTORY**
Your task at this point is to understand what sub directories exist for the company. I am suggesting the approach of printing the primary company directory so you will have a record of what has been done and a guide to follow during the process.

To print the primary directory of the company to be deleted do this:

COMMAND(?): **LIST** (press enter)

PRINTER: **\$SYSPRTR** (press enter)

COMMAND(?): **DI** (press enter)

GENERIC: (press enter)

COMMAND(?): **EN** (press enter)

Each sub directory printed on the directory listing will be revealed by the text **DIR** appearing under the column heading RLEN

4. Repeat steps 1 and 2 above to return to the primary directory of the company to be deleted. For each sub directory to be deleted here is what you do:

- a) COMMAND(?) **SE BSAP.DIRECTORY** (press enter)
We assume the 1st sub directory to delete is BSAP.DIRECTORY
Frankly it does not matter the sequence used to delete the sub directories.

You will get:

USING: BSAP.DIRECTORY,TWO

COMMAND(?):

Be sure to examine the “USING” to determine that you are in the correct company (TWO in our example)

- b) COMMAND(?) **SNQ** (press enter)
COMMAND(?) **UN *** (press enter)
COMMAND(?) **DE *** (press enter)
COMMAND(?) **SQ** (press enter)
COMMAND(?) **SE ..** (press enter)

The command **SNQ** turns off Query and **SQ** turns it back on.

The **UN** command will unlock all files in the sub directory.

The **DE** command will delete all files in the sub directory.

After the command **SE ..** LOOK TO BE SURE YOU HAVE RETURNED TO THE PRIMARY DIRECTORY OF THE COMPANY YOU ARE DELETING AND NOT THE MAIN DIRECTORY FOR ALL COMPANIES.

- c) Once all sub directories for a company have been deleted, then unlock and delete the primary directory of the company. This completes the deletion procedure for one company.

AN IMPORTANT WARNING *****

Generally the primary company installed is the company off the MAIN directory. What this means is that if you are in MAIN and SE BSAP.DIRECTORY that you are in the primary company subdirectory for Accounts payable and **IT WOULD BE A DISASTER TO UNLOCK AND DELETE THIS SUB DIRECTORY. THEREFORE PAY ATTENTION TO WHERE YOU ARE WHEN UNLOCKING AND DELETING DIRECTORIES.**

ALSO, DO NOT DELTED UNDER ANY CIRCUMSTANCES THE CONTENTS OF THE MAIN DIRECTORY!!!!!!!!!!!!!!

The multiple company menus, procedures and passwords are stored in the MAIN directory

End of procedure