

PURGING DELETED DATA FROM QUALIFY DATABASE



Original Software

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BERTIE 4

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SYNOPSIS

The purpose of the Purge Deleted Data feature is to purge out unwanted Result records still sitting in the Qualify Database. When records are deleted in Qualify, they are simply marked as “Deleted” inside of the database. This is where the Purge Deleted Data comes into play as you can permanently remove this data (This only applies to Result records and all linked associations).

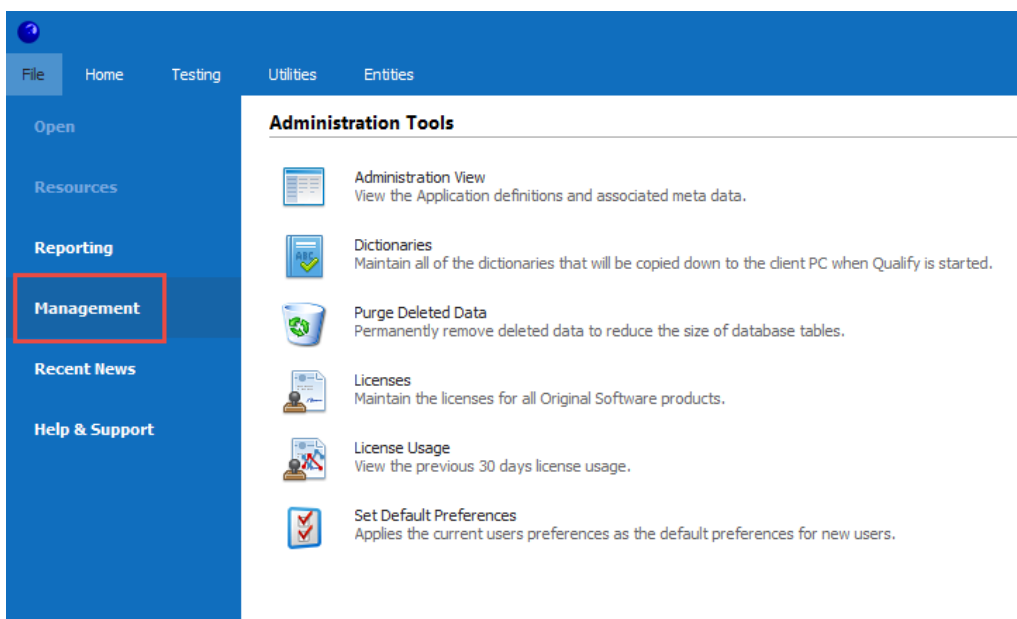
This feature is typically used to help reduce the size of the Qualify Database as it grows in a bigger file size.

PURGE DELETED DATA

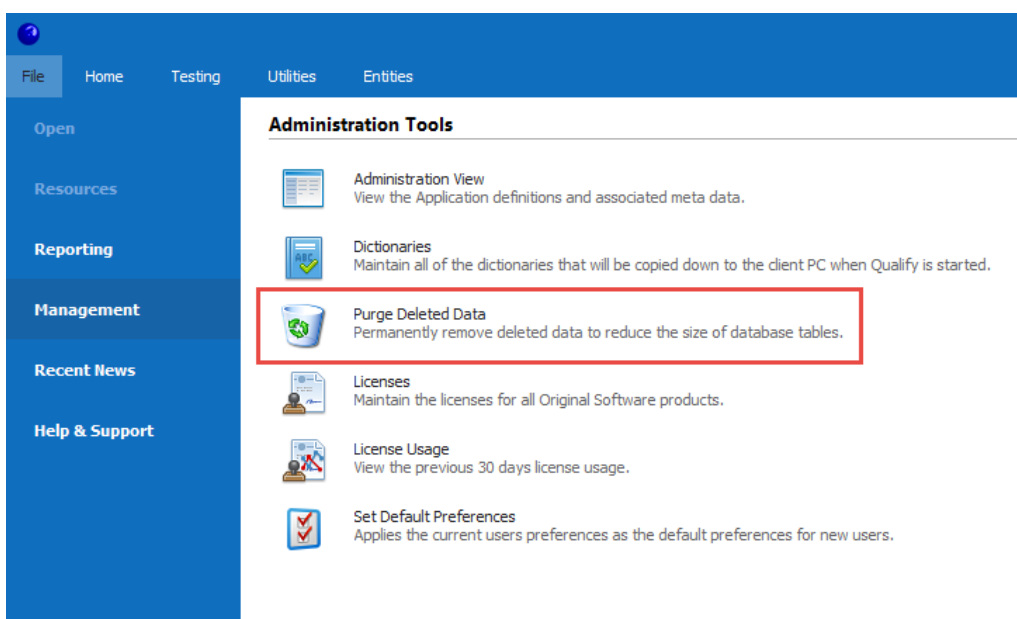
There is no special configuration needed to run this feature within Qualify and the following steps below will guide you and give you the ability to run this feature.

How to run Purge Deleted Data feature

1. Open and login into Qualify with Admin access.
2. On the left-hand side, you will see the section called “Management” and will need to select this option.

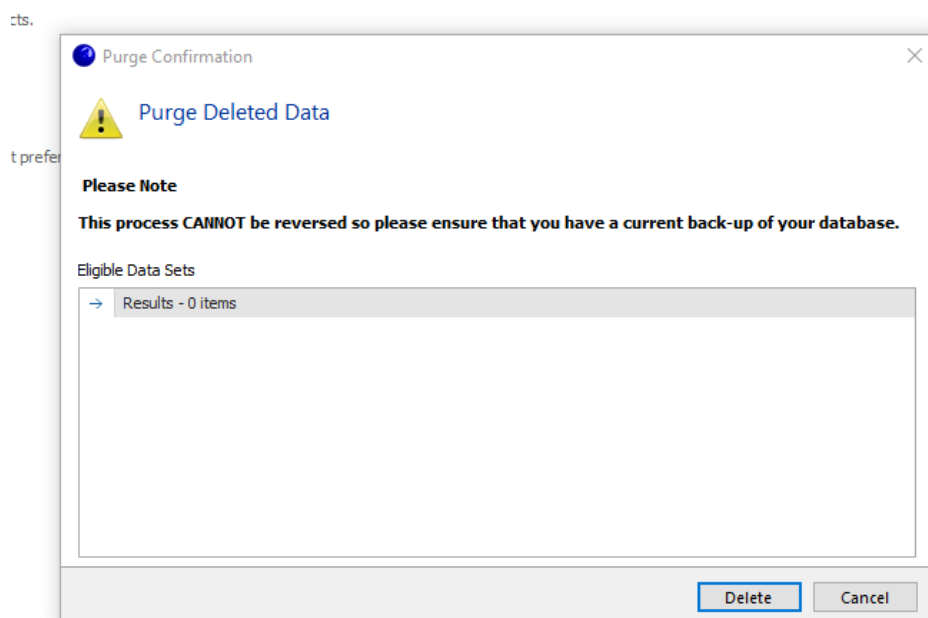


3. You now will have a list of Administration Tools within your view and the “Purge Delete Data” option should be available.



- Once the option is selected, you will now have a Purge Confirmation dialog window available and ready to permanently delete the flagged “deleted” data in the Qualify database. A warning is provided on the dialog to ensure you do not delete any data that needs to be archived for example.

When ready, you can select the Delete button to run this feature. There is no warning dialog once you select this option.



- When the Purge Deleted Data completes, you will receive a “<PURGE COMPLETE !>” at the bottom of the dialog with the Close button available to exit out.

