

Education Financial & ICT Services

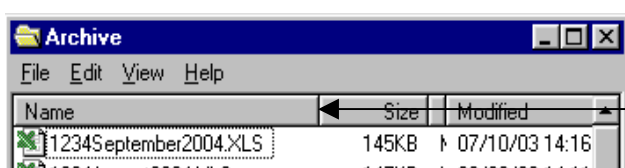
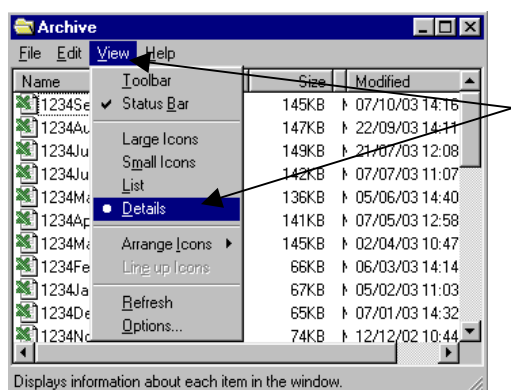
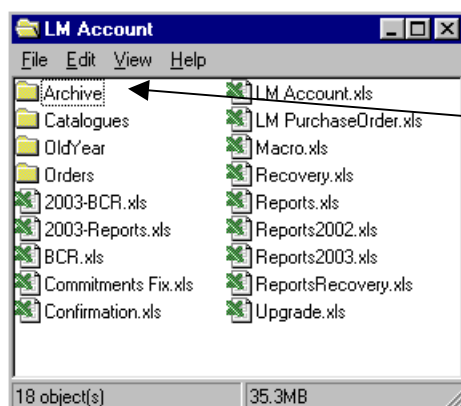
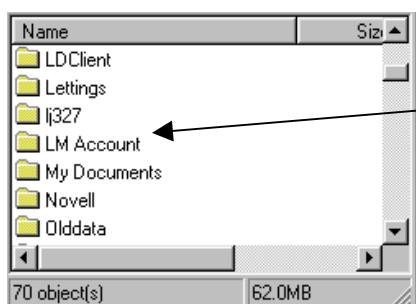
LM ACCOUNT

FILES THAT CAN BE DELETED FROM THE ARCHIVE FOLDER WITHIN THE LM ACCOUNT

Some schools are now finding that the LM Account will not fit onto a zip disk, or that backing up is taking a *very* long time. This is partly due to the number of items in the Archive folder within the LM Account, some of these items are no longer required and can be deleted. Please be very careful when deleting items, that you are only deleting those as detailed.

BEFORE DELETING ANY ITEMS PLEASE MAKE A BACK-UP

Follow the instructions below to delete items from the Archive folder.



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1. FILES THAT CAN BE DELETED FROM THE ARCHIVE FOLDER:

- Any items that begin with **LM**, see examples below: (*note: you may not see the .xls on your system*)

LM1234December2002.xls	5,920KB	14/01/02 16:01
LM1234February2002.xls	5,935KB	11/03/02 12:52
LM1234January2002.xls	5,937KB	07/02/02 10:41

- Any items that begin with the **school location code** and include either **2001, 2002** or **2003**, see examples below:

1234December2003.XLS	65KB	07/01/03 14:32
1234February2002.XLS	150KB	11/03/02 12:49
1234February2003.XLS	66KB	06/03/03 14:14
1234January2002.XLS	160KB	07/02/02 10:38

2. FILES THAT MUST NOT BE DELETED FROM THE ARCHIVE FOLDER:

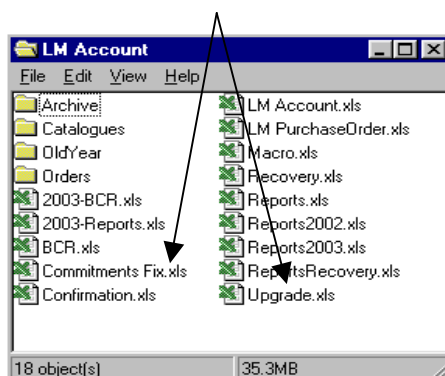
- Any file that begins with the school location code and contains 2004, see examples below:

1234September2004.XLS	145KB	07/10/03 14:16
1234August2004.XLS	147KB	22/09/03 14:11
1234July2004.XLS	149KB	21/07/03 12:08

- File called '**Do not remove**'

3. FILES THAT CAN BE DELETED FROM THE LM ACCOUNT FOLDER

- There may also be two items that can be deleted from the LM Account folder, these are;
 - **Upgrade.xls** (*note: you may not see the .xls on your system*)
 - **Commitments Fix.xls**



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4. EMPTY THE RECYCLE BIN ON THE DESKTOP

Right click on the Recycle Bin on the desktop and select Empty Recycle Bin from the drop down menu. Click yes to confirm the items to be deleted.

