

## ProSystem *fx* Engagement Delete Binders Utility (Applicable for Versions 5.5 to 6.5)

### Description

This ProSystem *fx* Engagement update includes the following enhancement for ProSystem *fx* Engagement versions 5.5 to 6.5:

**Delete Binders Utility:** Utility for deleting batches of binders in Central File Rooms. The utility provides for filtering binders based on a set of criteria including the binder retention period date. All or individual binders that meet the criteria can be selected for deletion.

### Important information prior to running the utility:

- It is recommended you turn off any virus scan while running this utility.
- This utility can only be run from the server itself. It cannot be run from a local machine regardless if the Admin Workstation component is installed or not.
- When you run this utility from one of your servers against a remote Central File Room (i.e. a CFR on a Secondary Office Server), make sure you have previously authenticated with that remote host before you run this utility against that remote Central File Room. Otherwise, the binder folder in the remote Central File Room may not be deleted.

### How to install:

1. [Download](#) this **PfxBindersDeletion.exe** file to your hard drive. It is recommended you download the file to your x:\Pfx Engagement\Admin\Utilities folder to locate it with other Engagement utilities.
2. Double click on **PfxBindersDeletion.exe** to start the Delete Binders Utility.

**Note:** Windows Vista, Windows 7, Windows Server 2008, and Windows Server 2008 R2 users must select to Run as Administrator when launching the utility.

3. To log on the utility, you must enter ProSystem *fx* Engagement Admin login credentials.
4. After your credentials are authenticated, the Delete Binders Utility displays for you to enter applicable report filter criteria.
5. After entering the report filter criteria, click the **Update Report** button to display the list of binders that meet the criteria.
6. Select the binders in the list to be deleted. You can optionally click the **Export** button to export the list of binders to Excel.
7. Click the **Delete Binders** button to begin the deletion process.

**Note:** If archived binders are selected for deletion, the EAB package will not be deleted with the archived binder.

**Download information:**

|                        |   |
|------------------------|---|
| Download Description:  | Delete Binders Utility                                    |
| Engagement Version:    | 5.5 to 6.5  |
| Release Date:          | November 2010   |
| File size:             | 524 KB  |
| Approx. Download Time: | 1.25 minutes at 56kbps                                    |
| License:               | Full Version  |
| Platforms:             | XP/Vista/Windows 7/Server 2003/Server 2008/Server 2008 R2 |

If you have questions regarding this issue, please contact our Technical Support Group at **1-800-739-9998, option 4.**