

Housekeeping

Clear out old data from previous events.

qCheck is designed with many safeguards to protect your credit cards from accidentally being deleted. Consequently, when it comes time to *deliberately* remove the data, you'll want to follow these instructions to ensure you're doing it correctly.

 **Do not perform these steps before your credit cards are processed and the direct deposit is in your bank account.**

Clear data from the qCheck Stations



1. Open the qCheck Station Manager (QSM) from your Desktop or Start Menu.
2. Click **Open Event Manager**.
*If the "Welcome" screen appeared first, click **I know what I'm doing**.*
3. Click the **trash can icon** to remove the event.
4. Click **View Settings** and **Delete Archived Data**. *(optional)*

Clear data from AuctionMaestro Pro and the flash drive



1. Open AuctionMaestro Pro from your Desktop or Start Menu.
2. Insert the qCheck USB flash drive.
3. Click **qCheck** at the top of the screen.
4. Go to the **Advanced** tab.
5. Click **Clear Imported Data**.
6. Click **Archive qCheck Data**.
7. Click **Clear qCheck USB Flash Drive**.
8. Click **Delete ALL qCheck Data on this computer**. *(optional)*

