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## How to: purge old visitor files (Visitor Data Purge)

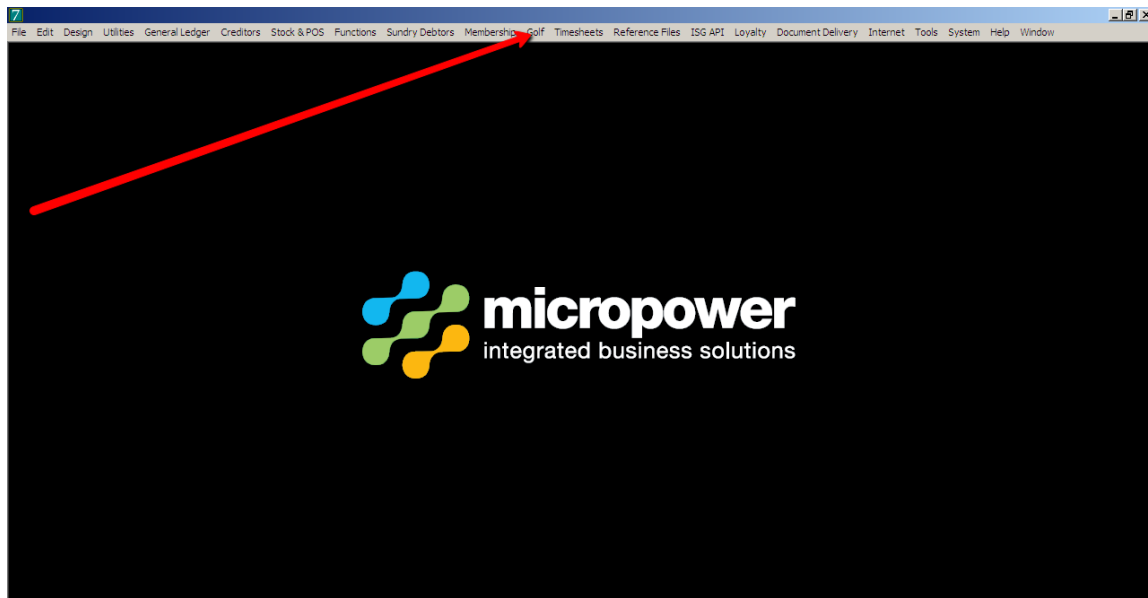
### Summary

Purging visitors is something that really should be done every six months depending on how active your club to guests or visitors playing.

Once this has been completed your Micropower system will function more efficiently. Especially in areas when guests are checking in.

### Steps Required

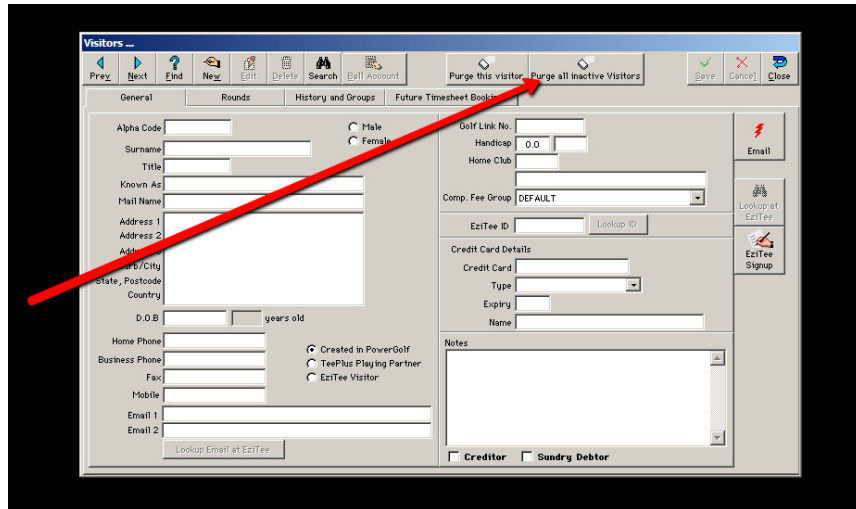
- 1) Open up Micropower and select the Golf Module



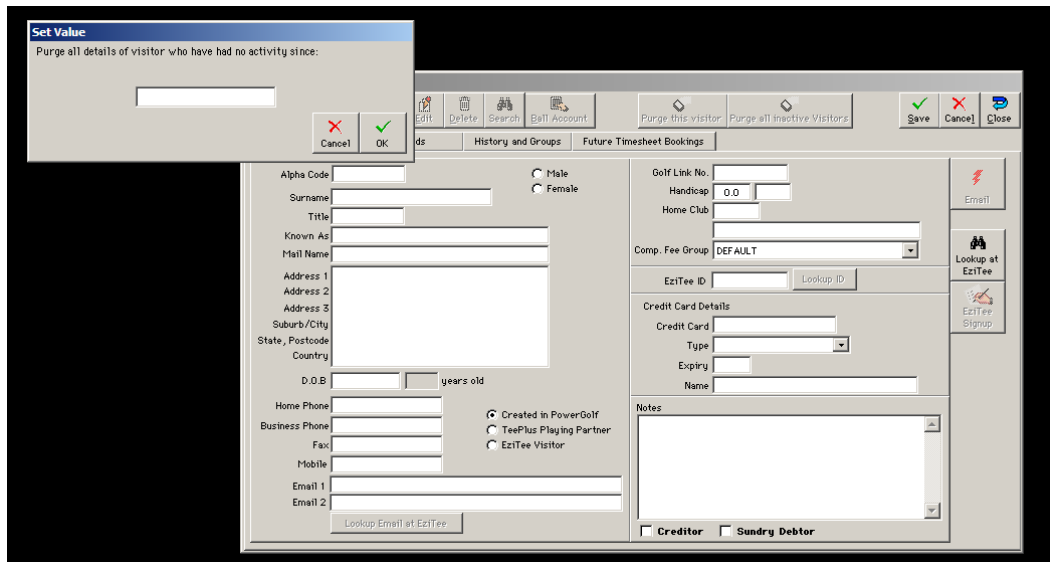
- 2) In the Golf module please select Reference Files, Visitor Details.
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3) The following screen will appear.

Now we need to select – Purge all Inactive Visitors.



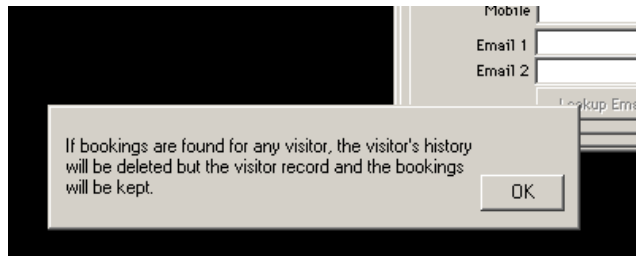
4) The following prompt will appear  
“Purge all details of visitor who have no activity since:”



We recommend putting in a date 13 months prior to today's date

That way the club will still capture any information for visitors that play on an annual basis.

5) Select OK to the following prompted message



Purging will now start. In some instances a visitor may not be able to be purged due to future bookings and a report will be created.