Tech Tip

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Deleting Unused Templates from the 21 CFR Part 11 Confirm Software
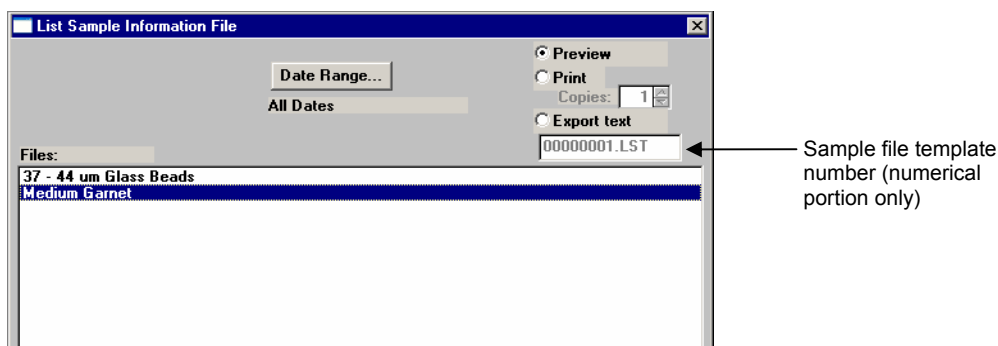
> **A template can be deleted only by an Administrator or a Developer; an Analyst is not authorized to delete Templates.**

The Micromeritics 21 CFR Part 11 Confirm software uses templates to facilitate and to reduce errors in the preparation of sample files for analysis. The software enables Developers to create templates with descriptive names to suit their applications. The software automatically assigns a file number under which the template is stored in the computer; however, this number does not reflect the description given by the Developer who created the template. In this case, how do you delete a template that is no longer needed; for example, one that may have been prepared as a part of a training exercise? This Tech Tip explains how to delete templates using Windows Explorer.

The templates used by the Confirm software packages are stored in a file folder under the application name. This folder includes templates for sample files and parameter files. File names consist of 8 digits followed by the file extension: **smp** (sample file), **anc** (analysis conditions file), etc. The files that have a 1 for the first digit are the ones included with the software. The files that have a 0 for the first digit are the ones prepared by a Developer.
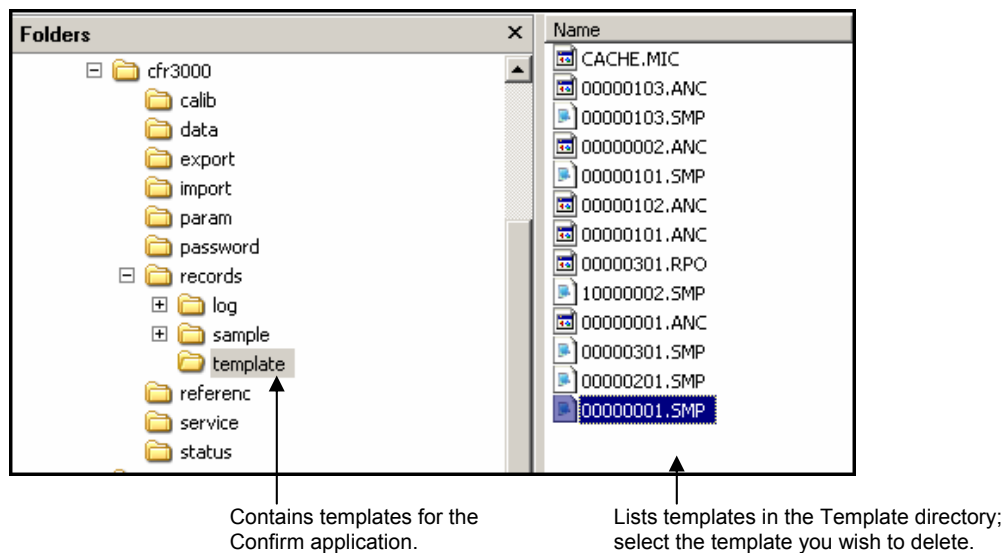
Deleting Sample Information File Templates

1. Select **File** > **List** > **Sample template**; the List Sample Information File dialog is displayed.

Sample file template number (numerical portion only)

2. Select the template you wish to delete; its automatically generated number displays in the field just below the **Export text** option. Make a note of the number (not the extension), then click **Cancel** to close the dialog.
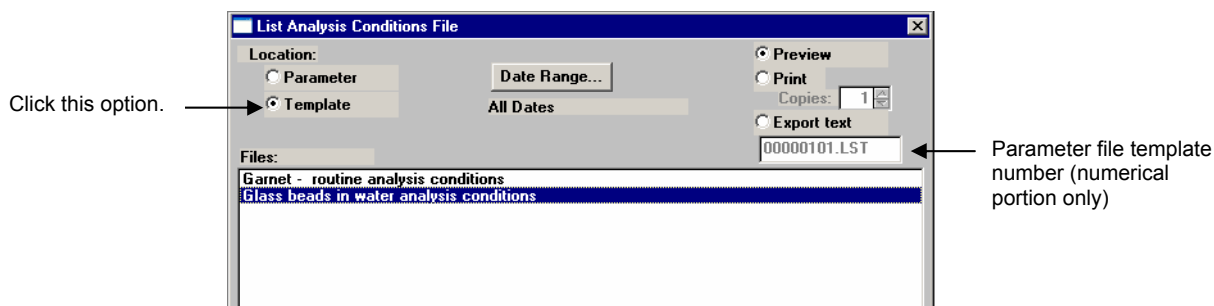
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3. Launch Windows Explorer, then navigate to the folder for the Confirm software; for example, cfr3000 (Confirm version of TriStar 3000).

4. Expand the application folder to display its folders; one of which is **Records**. Expand **Records** to display the **Template** folder.

Contains templates for the Confirm application.

Lists templates in the Template directory; select the template you wish to delete.

5. Click on the Template folder to display its contents in the right pane.

6. Locate and select the template number, then press **Delete** on the computer keyboard.

Deleting Parameter File Templates

1. Select **File** > **List** > **Analysis Conditions** (for example); the List Analysis Conditions File dialog is displayed.

Click this option.

Parameter file template number (numerical portion only)

2. Click the **Template** radio button to display the current templates.

3. Follow steps 2 through 6 in the previous procedure to delete the desired template.