

Uninstall Guide

A guide to uninstall Timesheet Xpress and TTrack

Uninstalling Timesheet Xpress

To fully uninstall Timesheet Xpress, please follow either one or the two procedures detailed below. Either using the Timesheet Xpress Automatic Installation Cleaner or Manual Uninstall instructions. After completion and if you wish to reinstall the program, please install the same version of the Timesheet Xpress program.

Please Note ...

Uninstalling Timesheet Xpress from Control Panel within Windows does not remove all program data and configuration files. This is to protect your data and ensure that information is not accidentally deleted.

These instructions involve undertaking basic operations with Windows and Windows Explorer; if you are unsure about carrying out these tasks please contact your IT Manager for assistance.



Option 1 - Using the Timesheet Xpress Automatic Installation Cleaner

1. Ensure the Timesheet Xpress program is shut down.
2. Back up your PC to guard against accidental data loss. [Please contact your IT Manager for information on how to best do this.](#)
3. Using Windows Explorer, navigate to the folder Timesheet Xpress is installed in. By default this will be in C:\Program Files\Timesheet Xpress.
4. Copy the file "TimesheetXpressInstallationCleaner.exe" to your Desktop in Windows (optionally this can be copied to any other folder you wish instead)
5. Run "TimesheetXpressInstallationCleaner.exe" by double-clicking on the program icon.
6. Follow the on-screen instructions. Read and check you understand the statement beginning 'I understand that...' option, then click on the "Run Installation Cleaner" button.
7. Uninstallation is complete. If any problems occur, please contact Support for further information.

Option 2 - Manual Complete Uninstall, deleting all data files!

1. Ensure the Timesheet Xpress program is shut down.
2. Back up your PC to guard against accidental data loss. [Please contact your IT Manager for information on how to best do this.](#)
3. [If using Windows 2000 or XP](#), delete the following folders using Windows Explorer:
 - C:\Program Files\Timesheet Xpress
 - My Documents\Timesheet Xpress
 - C:\Documents and Settings\\Application Data\TimesheetXpress
4. [If using Windows Vista or Windows 7](#), delete the following folders using Windows Explorer:
 - C:\Program Files\Timesheet Xpress
 - Documents\Timesheet Xpress
 - C:\Users\\AppData\Roaming\Timesheet Xpress
5. [If using Windows 95,98 or ME](#), delete the following folder using Windows Explorer:
 - C:\Program Files\TimesheetXpress
6. Uninstallation is complete. If any problems occur, please contact Support for further information.

Please Note...

You may have to change the following options in Windows Explorer to see these folders:

Tools -> Folder Options menu option, View tab:

1. Show hidden files and folders (ENABLE)
2. Hide extensions for know file types (UNCHECK)
3. Hide protected operating system files (UNCHECK)

Uninstalling TTrack (TTrack)

To fully uninstall TTrack (TTrack) please follow either one or the two procedures detailed below. Either using the TTrack Automatic Installation Cleaner or Manual Uninstall instructions. After completion and if you wish to reinstall the program, please install the same version of the TTrack program.

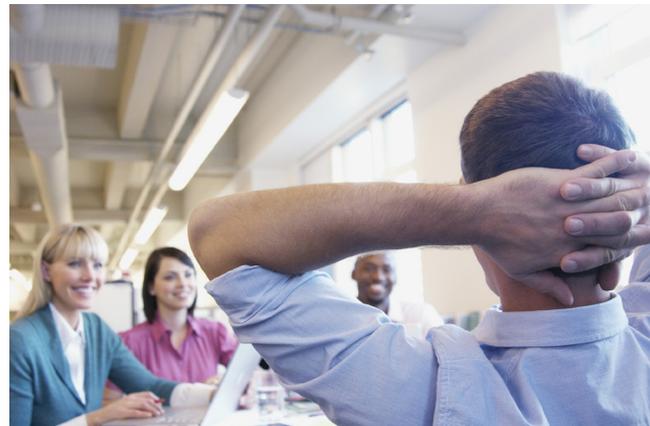
Please Note ...

Uninstalling TTrack from Control Panel within Windows does not remove all program data and configuration files. This is to protect your data and ensure that information is not accidentally deleted.

These instructions involve undertaking basic operations with Windows and Windows Explorer; if you are unsure about carrying out these tasks please contact your IT Manager for assistance.

Option 1 - Using the Timesheet Xpress (or TTrack) Automatic Installation Cleaner

1. Ensure the TTrack program is shut down.
2. Back up your PC to guard against accidental data loss. [Please contact your IT Manager for information on how to best do this.](#)
3. Using Windows Explorer, navigate to the folder Timesheet Xpress is installed in. By default this will be in C:\Program Files\Timesheet Xpress.
4. Copy the file "TimesheetXpressInstallationCleaner.exe" to your Desktop in Windows (optionally this can be copied to any other folder you wish instead)
5. Run "TimesheetXpressInstallationCleaner.exe" by double-clicking on the program icon.
6. Follow the on-screen instructions. Read and check you understand the statement beginning 'I understand that...' option, then click on the "Run Installation Cleaner" button.
7. Uninstallation is complete. If any problems occur, please contact Support for further information.



Option 2 - Manual Complete Uninstall, deleting all data files!

1. Ensure the TTrack program is shut down.
2. Back up your PC to guard against accidental data loss. [Please contact your IT Manager for information on how to best do this.](#)
3. [If using Windows 2000 or XP](#), delete the following folders using Windows Explorer:
 - C:\Program Files\Timesheet Xpress
 - My Documents\Timesheet Xpress
 - C:\Documents and Settings\<Your Windows Account username>\Application Data\TimesheetXpress
4. [If using Windows Vista or Windows 7](#), delete the following folders using Windows Explorer:
 - C:\Program Files\Timesheet Xpress
 - Documents\Timesheet Xpress
 - C:\Users\<Your Windows Account Username>\AppData\Roaming\Timesheet Xpress
5. [If using Windows 95,98 or ME](#), delete the following folder using Windows Explorer:
 - C:\Program Files\TimesheetXpress
6. Uninstallation is complete. If any problems occur, please contact Support for further information.

Please Note...

You may have to change the following options in Windows Explorer to see these folders:

Tools -> Folder Options menu option, View tab:

1. Show hidden files and folders (ENABLE)
2. Hide extensions for know file types (UNCHECK)
3. Hide protected operating system files (UNCHECK)