Clearing the Project Professional Cache

By: Collin Quiring

This feature has been around since at least the 2010 version and while the screens may change a bit, the concept stays the same so if you screen looks a bit different than the screenshots below, that is ok.

This document is about how to clear the cache of the Project Professional desktop client. There are separate white papers on the website in regards to how to have the administrator force a check-in of a checked out project. This is specifically about those times when the PWA instance does NOT indicate that you have a file checked out but your desktop client says it is checked out.

Note that you can also use this to occasionally clear the Projects Not Checked Out to You just to have more space on your desktop as this can accumulate over time.

First, what is the point of the cache? Well, it is so that your desktop client and the server can be separated – it is so that you can go offline. It is where the project file is "stored" when you are offline. It also allows for faster project schedule loading in the client when you are online but have files in your cache.

It is a great feature but on occasion you get that message that you have a file checked out – but you and/or the PWA administrator know that you do not – at least not according to the server.

So, the method to clear the cache is to open Project Professional, go to File, Options, Save. In the Save tab, select the "Clean Up Cache…" button.
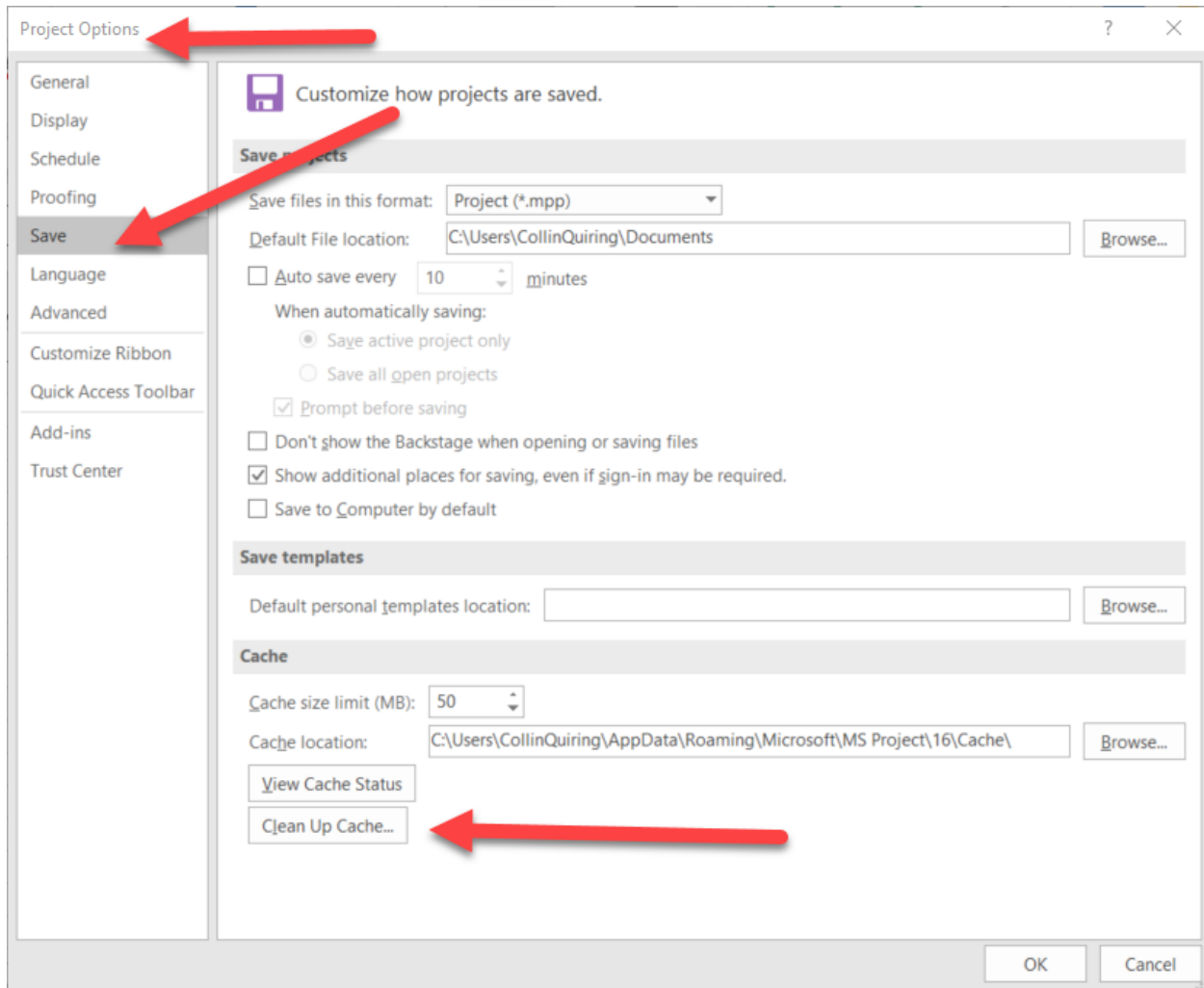
When you select Clean Up Cache, the pop up box will appear. The top half of the box is some statistics about your Cache Size and limit (for THIS desktop client).

The bottom half is the key part for our needs. There are two options in the Project Filter. The first one is for "Projects Checked Out to You" and shows the projects that this desktop thinks are checked out. In this case, the desktop application has the Project named "Building Foundation" checked out to me.

Clean Up Cache

The locally cached projects are listed below. On delete, selected projects are deleted from the local cache. Projects on the server are unaffected.

Cache Details:

| Description	Size (MB)
Total Cache Size	2.01
Cache size limit	50.00
Total size of global items	0.27
Total size of Projects	1.74

Remove projects from cache

Project Filter: Projects checked out to you

File Name	Checked Out	Size (KB)	Modified
Building Foundation	Yes	576	Wed 3/29/17

Total size of selected projects: 331 KB

Remove From Cache

Help   Close

Just select the project(s) that you want to remove from the cache and then select the Remove from Cache button.
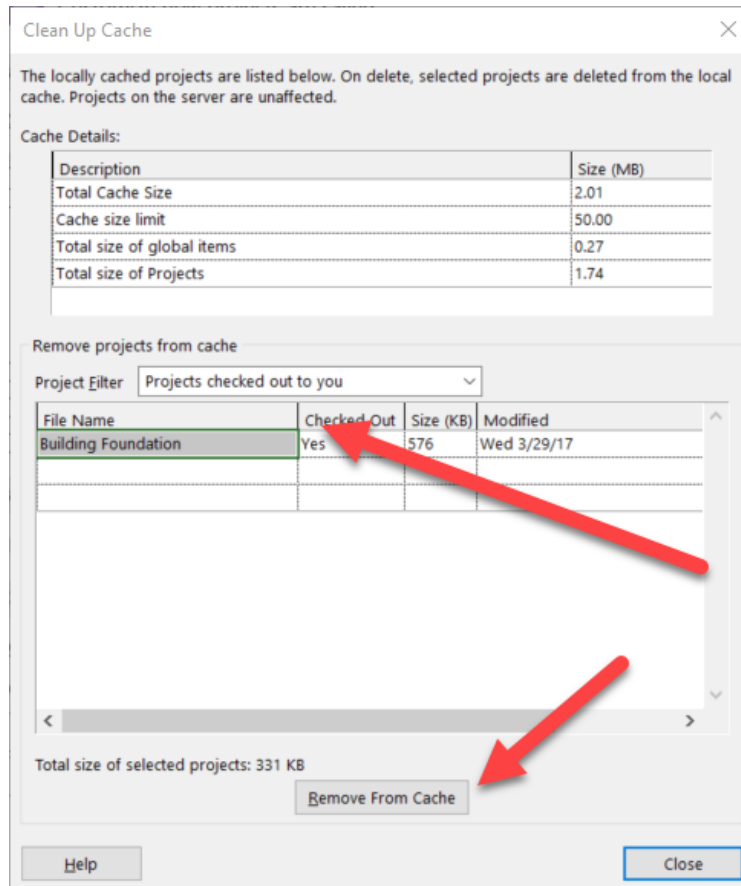
You should get a warning message that this will delete any unsaved or unsynchronized data. In this case, that is fine and so we select Yes.
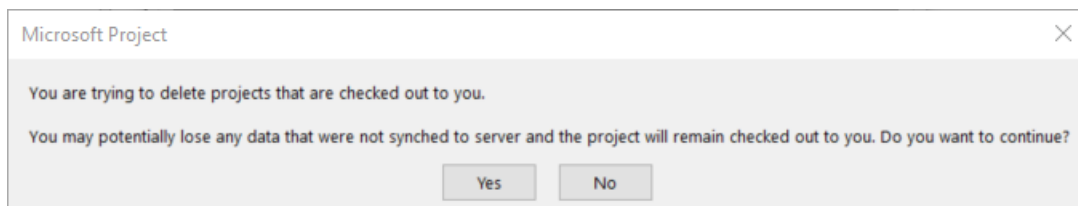
After you select Yes, there should be nothing left in the Projects Checked Out to You filter:

If you want to just clean up the amount of space that your desktop has allocated to cached projects, change the filter to Projects Not Checked Out to You. In this case, I have three recent projects not checked out but in my cache.

The process is the same – just select the project(s) you want to remove from the cache and select the Remove from Cache button. Note that this time you will not receive the warning about data loss because this won't be an issue since these project(s) are in sync with the server already.