

Clearing the Project Professional Cache

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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.



Project Options		?	×
General Display	Customize how projects are saved.		
Schedule	Save m , ects		
Proofing	Save files in this format: Project (*.mpp)		
Save	Default File location: C:\Users\CollinQuiring\Documents	Browse	
Language	☐ <u>A</u> uto save every 10 ⁺ <u>m</u> inutes		
Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center	When automatically saving: Save active project only Save all open projects Prompt before saving Don't show the Backstage when opening or saving files Show additional places for saving, even if sign-in may be required. Save to computer by default Save templates Default personal templates location: Cache Cache location: C'.\Users\CollinQuiring\AppData\Roaming\Microsoft\MS Project\16\Cache\ Yiew Cache Status 	<u>B</u> rowse	
	Clean Up Cache	Cance	el

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.



				Size (MR)	
Size				2.01	
Cache size limit 50.0				50.00	
Total size of global items 0.2				0.27	
Total size of Projects 1.74					
lation	Yes	576	Wed 3/29/17	7	
Projects checked out	to you	~			
	Checked Out	Size (KB)	Modified		
ution	103	570	1100 5/25/17		
	Size imit i global items Projects ts from cache Projects checked out Jation	Size imit i global items Projects ts from cache Projects checked out to you Checked Out Jation Yes	Size imit i global items Projects ts from cache Projects checked out to you Checked Out Size (KB) Jation Yes 576 S76	Size mit global items Projects ts from cache Projects checked out to you Checked Out Size (KB) Modified Jation Yes 576 Wed 3/29/17	Size 2.01 mit 50.00 global items 0.27 Projects theorem of the size (KB) Modified Projects checked out to you \checkmark Checked Out Size (KB) Modified Jation Yes 576 Wed 3/29/17 S76 Wed 3/29/17

Just select the project(s) that you want to remove from the cache and then select the Remove from Cache button.



Description			Sizo	(MR)
Total Cache Size			2.01	(MD)
Cache size limit			50.00	
Total size of global items			0.27	
Total size of Projects			1.74	
luilding Foundation	Yes	1576	Wed 3/29/17	
Building Foundation	Yes	576	Wed 3/29/17	
	1			
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	I	1		
		1		

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.

Microsoft Project	×
You are trying to delete projects that are checked out to you. You may potentially lose any data that were not synched to server and the project will remain checked out to you. D	o you want to continue?
Yes No	

After you select Yes, there should be nothing left in the Projects Checked Out to You filter:



	riojecto cheched out	10 900		
File Name		Checked Out	Size (KB)	Modified

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.

Project <u>F</u> ilter	Projects not checked	ecked out to you			
File Name		Checked Out	Size (KE		
AA Dog Hous	e	No	331		
AAA Dog Hou	se	No	335		
Denise2 Large	Project	No	540		

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.