Archiving recordings in interpreterQ

Table of contents

1 Archiving recordings in interpreter

1.1 About

When the interpreter training system is used intensively for recording students, the recordings will gradually occupy more space on the teacher PC and booth PCs. Therefore it is a good idea to remove or archive recordings which are no longer needed. This can be done through the context menu in the Recordings screen:
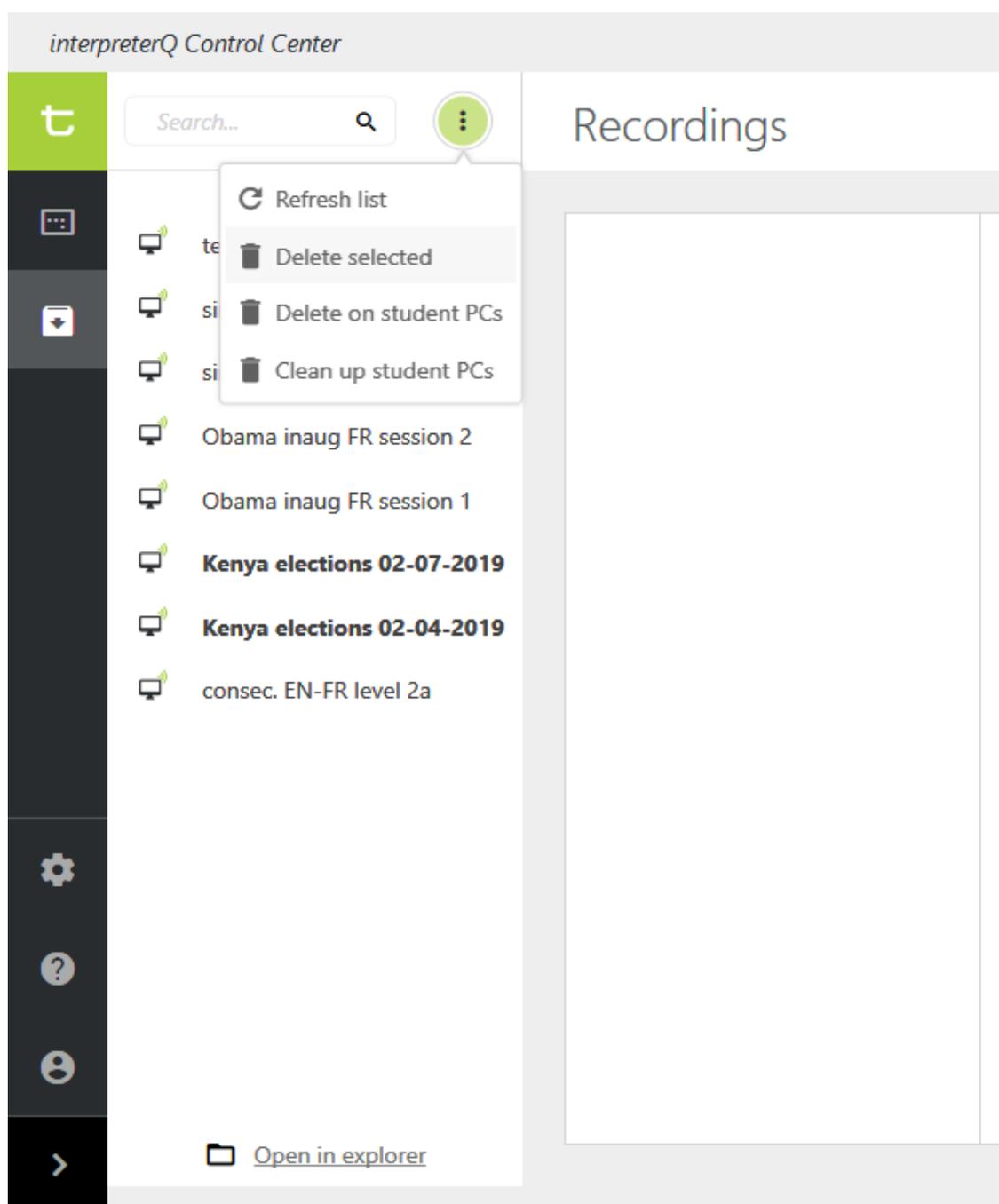
In the recordings list, you can select one or multiple recording sessions (just like in Windows Explorer, use the Ctrl or Shift key to select multiple sessions). Then choose to delete the selected recordings on the teacher PC or on all booth PCs. If you want to make a backup first, you can easily access the recordings by clicking the link "Open in explorer".

The option "Clean up student PCs" will delete all prior recordings on all booth PCs.

Attention: make sure all student PCs are logged in and connected to the ICC when using those options. No files will be deleted from PCs which are not connected to the ICC.

1.2   Auto-delete recordings on the teacher PC

Next to the manual archiving possibilities described above, an administrator can also specify that collected recordings should be deleted after a certain time. This cleanup can be done on a daily base (for all recordings older than the specified number of days) or on a monthly base (for all recordings created a number of months ago).

Old recordings are automatically moved to a recycle bin, but not yet permanently deleted. Upon closing the application, you will be notified when files are moved to the recycle bin. If necessary you can still check the recycle bin content prior to deleting the archived recordings from the hard disk: