

## TP Clear

For use on Windows 2000 or XP (Home and Professional) & VISTA Computers

**\*\*\* As soon as possible after the season, but no later than April 30<sup>th</sup>,  
ALL TAXPAYER DATA MUST BE DELETED FROM ALL COMPUTERS. \*\*\***

### TP Clear Quicklist

**Please refer to the accompanying detailed discussion before using this Quicklist, especially if more detail is desired for any step.**

**This program erases all TaxWise taxpayer data from any available drive, including external or flash drives. An optional feature allows you to completely erase a drive, like a flash drive, but will not erase your boot (typically C:) drive.**

**It is to be run on all computers that were used to handle taxpayer data** (except for IRS computers, which erase the entire hard drive).

1. Complete all activity requiring taxpayer data.  
(Include reports, backup files for the IRS, and Carry Forward file.)
2. Backup the two employer (EMP) files to an external source (optional).
3. For Vista computers turn off the User Account Control (UAC).
4. Download the TPClear zip file from the [aarp.org/tavolunteers](http://aarp.org/tavolunteers) web site. (Note: earlier versions of TPClear work just fine)
5. Unzip the program to obtain the TPClearInstall.exe file.
6. Run the install program to place TPClear in a program folder.
7. Disconnect the computer from any network (if used).
8. Plug in any external drives that were used for TaxWise.
9. Click on the TCStart icon to mount any TrueCrypt volumes with data.
10. Run the TPClear program by clicking on "Start," "All Programs;" then find the TPClear entry and click on it. TPClear will find all instances of TaxWise data and erase it completely.
11. Immediately open then close all copies of TaxWise to avoid database corruption.
12. You are Done!

## TP Clear

For use on Windows 2000 or XP (Home and Professional) & VISTA Computers

**\*\*\* As soon as possible after the season, but no later than April 30<sup>th</sup>,  
ALL TAXPAYER DATA MUST BE DELETED FROM ALL COMPUTERS. \*\*\***

**Purpose:** The TPClear program erases taxpayer data from TaxWise – all years – and all disk drives currently connected/installed/mounted. The current version of TPClear located on the AARP Tax-Aide extranet ([www.aarp.org/tavolunteers](http://www.aarp.org/tavolunteers)) can be used for TaxWise2008 and will delete all taxpayer records (including EIN files) for all years of TaxWise in use. [NOTE: The same TPClear program used for last year works for this year's deletion.]

The TPClear program searches every drive letter (C through Z) in the computer looking for TaxWise. The TPClear program will find the TaxWise installation on Drive P but only if the TrueCrypt volume is mounted on drive P; it will also find TaxWise from prior years if they have been installed on Drive S and drive S is mounted. As well as removing taxpayer data from hard drives, TPClear will also search every drive looking for TaxWise return backup files. The only additional requirement now that we are using TrueCrypt and have TaxWise installed on TrueCrypt volumes is that those TrueCrypt volumes must be mounted before TPClear is run.

Each computer should be disconnected from a network before TPClear is run. TPClear should NOT be run on a computer that is currently connected to a network with mapped drives.....! TPClear should be run on every computer that is used on a network; even though TaxWise isn't installed on all computers, workstation computers could have backup files on them!

**Before using TPClear or the IRS wipe disk program.** Prepare any reports required by your state's IRS Office, TCS, and SC. Prepare return backup file required by the IRS. Also if you use carryforward, prepare the necessary files and copy to a CD, flash drive, or diskette before erasing data. Export your EIN data base files if you will want to Import them for use next season.

**IRS depot computers.** Each IRS depot computer comes with its own wipe disk program. Use the wipe disk program to completely erase and overwrite the entire hard disk. Go to START, then WIPE DISK to run the wipe program on these computers. [NOTE: You do not need to run the TPClear program on these computers if the wipe disk program is used.]

**All (non-IRS) computers.** The best way to remove all the data on all non-IRS computers (AARP Foundation, personally owned, or other) is by using TPClear. All taxpayer files (including EIN files) for all years of TaxWise in use will be deleted. TPClear should be run on all non-IRS computers, including non-server computers used on a network.

**Downloading TPClear.** The TPClear program for data deletion is available on the AARP Tax-Aide Extranet (<http://www.aarp.org/tavolunteers>). Please read these instructions before downloading the TPClear zip file (TPCDLF05.ZIP).

**Installing the TPClear program.** The ZIP file - TPCDLF05.ZIP - contains the actual install program for TPClear: TPClearInstall.exe. Your ZIP utility should open it and show the contents. (Alternatively, the built-in Windows XP unzipper works). Double click on the TPClearInstall.exe file that is in the TPCDLF01.ZIP file and TPClear will be installed to the C: drive on your computer.

(For more information, see "Technical Notes & Distributing TPClear to Others" below.)

## TP Clear

**Computers with VISTA require that UAC be disabled before TP Clear is run.** To disable UAC (User Account Control) in **VISTA**, use the program on the AARP ExtraNet called 'UacOnOff' or your normal method to turn off UAC. All other instruction for using TPClear on a VISTA computer are unchanged.

**Comment [PEF1]:** We want to disable UAC, not VISTA.

**Before running the TPClear program.** Now that we are using TrueCrypt additional steps need to be taken before using TPClear:

- Disconnect the computer from any network (if used).
- If an external drive is being used, then it should be plugged in to the computer.
- Any TrueCrypt volume(s) must be mounted before TPCLEAR is run.
- The TPClear program must be installed on Drive C in the C:\TATOOLS folder.

**Run the TPClear program.** Icons to run TPClear and the stand-alone version of the disk eraser can be accessed by clicking on Start, then Programs. You will be able to see the two programs. Just click on "Start", then TPClear to run the program.

**IMPORTANT : After using TPCLEAR, immediately open and close all copies of TaxWise before doing anything else.** This avoids problems with database corruption in TaxWise.

### Technical Notes & Distributing TPClear to Others

If you don't want to install TPClear on your own computer don't run the TPClearInstall.exe program. Instead distribute the TPCDLF05.ZIP zip file along with these instructions as an attachment to an e-mail message.

If you are going to distribute using a CD, Flash Drive, or Floppy Disk then extract the file TPClearInstall.exe and burn that to a CD, or copy it to a flash drive or floppy.

Executing the TPClearInstall.exe file puts the necessary programs in the folder C:\TATOOLS (which may exist already; if not it will be created). It's not possible to install TPClear to a disk other than Drive C. (TPClear does not take up much disk space.)

TPClear uses two programs available under the general public license - command line versions of FBZip and Eraser - these two programs are installed to the C:\TATOOLS\CONTROL folder. As long as the files are present TPClear will work; there is no need for further installation.

---