



## **Delete/Clear Tables**



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# Delete/Clear Tables

**TSDS > Utilities > Delete/Clear Tables**

This utility, which is typically only run at the beginning of a new submission, allows you to delete current year records from the PEIMS tables.

**Delete records:**

Field	Description		
<b>Options</b>	Select one: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"><b>Delete All Records</b></td> <td style="padding: 5px;">                             Select to delete all records.                             <ul style="list-style-type: none"> <li>If selected, all fields and sections on the page are selected and cannot be unselected.</li> <li>If not selected, you can select individual fields and selections.</li> </ul> </td> </tr> </table>	<b>Delete All Records</b>	Select to delete all records. <ul style="list-style-type: none"> <li>If selected, all fields and sections on the page are selected and cannot be unselected.</li> <li>If not selected, you can select individual fields and selections.</li> </ul>
<b>Delete All Records</b>	Select to delete all records. <ul style="list-style-type: none"> <li>If selected, all fields and sections on the page are selected and cannot be unselected.</li> <li>If not selected, you can select individual fields and selections.</li> </ul>		
<b>Organization Data</b>	Select the records to delete.		
<b>Collections</b>	For each collection ( <b>Fall</b> , <b>Midyear</b> , <b>Summer</b> , and/or <b>Extended</b> ), select the data you want to delete.		

Click **Delete**.

A message is displayed prompting you to confirm that you want to delete the records. Click **OK**.

When the process is complete, a message is displayed indicating that the process finished successfully.



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