



## **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:<br><table border="1"> <tr> <td><b>Delete All Records</b></td> <td>           Select to delete all records.<br/><br/> <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.<br><br><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.<br><br><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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