



## Delete/Clear Tables



# Table of Contents

**Delete/Clear Tables** ..... 1



# Delete/Clear Tables

## State Reporting > 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 State Reporting tables.

### Delete records:

<b>Options</b>	Select one: <table border="1" data-bbox="400 636 1477 884"> <tr> <td data-bbox="400 636 679 884"><b>Delete All Records</b></td> <td data-bbox="679 636 1477 884">           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.



## Back Cover