Permit Data - HRS7400

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Human Resources > Utilities > Mass Delete > Permit Data

This utility is used to delete permit data for a number of employees at a single time. Permits are issued to allow staff to perform duties other than those for which they are certified. Once permit data is altered using this page, changes are reflected in the individual permit records.

Note: This page also allows you to delete responsibility, YTD transaction, and employee data.

Mass delete permit data:

Under **Mass Delete Mode Selection**, the **Permits** field is selected by default.

The names of the employees that have permit data in their records are displayed. The employee number and pay type are displayed as well.

The **Delete** check box is selected for each employee in the list. Clear the **Delete** check box for each employee for whom permit data should not be deleted, or leave the **Delete** check box selected for each employee for whom permit data should be deleted.

- Click **Select All** to select the Delete check box for each employee.
- Click **Unselect All** to clear the Delete check box for each employee.

Click **Execute**. A message is displayed indicating that you are about to delete permit data and confirming that you want to continue. Click **Yes** to continue. Otherwise, click **No** to return to the Permit Data page.

[Review the report.](#)

Review the report using the following buttons:

Click ⬚First⬚ to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click ⬚Last⬚ to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click 🔲 to save and print the report in PDF format.

Click 🔲 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to accept the changes and continue. If you click **Process**, you have the option to print parameter criteria.

- Click **Yes** to print the parameters selected for this update.
- Click **No** to continue.

A message displays asking if you would like to create a system backup. A backup is

[Create a backup.](#)

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.
Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

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Click **Cancel** to return to the Permit Data page without making the changes.