



## **Mass Delete PMIS History - HRS6285**



Table of Contents

Mass Delete PMIS History - HRS6285 ..... i

Mass Delete PMIS History - HRS6285 ..... 1



# Mass Delete PMIS History - HRS6285

## *Position Management > Utilities > Mass Delete PMIS History*

This utility allows you to delete all PMIS history records for a selected school year at one time.

Create an export using Export PMIS Tables prior to using this utility.

### Delete PMIS history records:

Field	Description
Select School Year	Type the four-digit school year for which you want to delete PMIS history records.

**Note:** You must enter a prior school year. The value cannot be the current school year (i.e., the value in the **Current Year** field on the District Administration > Options > Position Management page).

☐ Click **Execute** to process the deletion of records. You are prompted to create a [backup](#).

After the export process is complete, the actual update is done. If the update is successful, a message is displayed indicating that the mass delete of PMIS history records was processed successfully.