



## **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 > PMIS > Mass Delete PMIS History**

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

An export using Export PMIS Tables should be created prior to using this utility.

### **Delete PMIS history records:**

| Field                     | Description                                                                        |
|---------------------------|------------------------------------------------------------------------------------|
| <b>Select School Year</b> | 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 **Current Year** field on the District Administration > Options > PMIS District Options 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.