

resetvalues_instructorcourse

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Field	Description
Criteria For Reset	The criteria selected for the Reset Values utility is displayed for your reference.
Instructors/Courses That Meet Criteria (left grid)	Instructors or courses (depending on your selection) that meet the criteria are listed. Select the instructors or courses to be reset. **Print** Print a list of instructors or courses that meet the criteria.

Click »Select» to select all instructors or courses to reset.

Instructors/Courses To Reset (right grid)	The selected instructors or courses are listed. Select any instructors or courses to remove from the list. **Print** Print a list of instructors or courses whose records will be reset. Click **<--** to remove any selected courses or instructors from the list to be reset. They will be listed in the left grid again. Or, click **<<--** to remove all courses or instructors from the list to be reset. They will be listed in the left grid again.

Click «Remove«. The selected instructors or courses are moved back to Instructors/Courses That Meet Criteria.

Click Reset when you are ready to run the process. A message is displayed indicating the data that will be changed for the selected instructors or courses.

Click Yes to continue. A message is displayed indicating the number of records updated.

Click OK. A message is displayed asking if you want to print the report.

Click Yes to print the report. The report opens in a new window.

Click Return to close the Reset Values By Instructor/Course dialog box.


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