

resetvalues_instructorcourse

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Reset Values - Instructor/Course 1

Reset Values - Instructor/Course

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 move all selected instructors or courses to the right grid.

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 **Reset**.

- You are prompted to confirm that you want to reset the values. Click **Yes**.
- A message displays the number of records reset. Click **OK**.
- You are prompted to print a report of the reset data. Click **Yes**. View, save, or print 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 to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Other functions and features:

Return	Close the pop-up window and return to the utility page.


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