



Resource Allocator Record Deletion

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This utility deletes specific resource allocator information or entire resource allocator records from the previous scheduling year before entering current year information. For example, if you assigned free time and courses to instructors, you can delete all the free time without deleting the courses. Records deleted using this utility are deleted from both the master schedule and the resource allocator.

If resource allocator information is not cleared, the Resource Allocator Record Creation utility will not overwrite existing data.

It is recommended that you back up your database before running this utility.

Delete records:

☐ Indicate the data you want to delete:

Meeting Time Parameters	Select the meeting time parameters you want to delete. Do <i>not</i> select if you have already set meeting time parameters or are using the same parameters as last year.
Rooms	Select the room data you want to delete. Select Delete All Rooms to delete both free time and courses.
Instructors	Select the instructor data you want to delete. Select Delete All Instructors to delete all instructors from the Scheduling application, including free time and courses. WARNING: If next year campus section records exist, the instructors assigned to the next year sections are also deleted from the meeting times.
Section Info	Select Delete All Records to delete all section records, including all information for the sections.
Study Hall	Select Delete All Records to delete all study hall course records, including all the information for the courses.
Campus Courses	Select Clear Max Seats to reset the Max Seats field to 000 for all courses on Maintenance > Master Schedule > Campus > Courses . Do <i>not</i> select if you have already set the maximum seats for each course or are using the same settings as last year.

☐ Click **Delete**.

☐ You are prompted to confirm that you want to delete the selected resource allocator data. Click

Yes.

A message is displayed indicating that the records were successfully deleted.



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