



# massdeleteforecastpositions



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# Mass Delete Forecast Positions - HRS6285

## Human Resources > Utilities > PMIS > Mass Delete Forecast Positions


This utility allows the user to delete all forecast records at one time.


You must be logged on to a next year pay frequency to access this utility.


Please create an export using Export Pay Tables, Export Human Resources by Payroll, and Export PMIS Tables prior to using this utility.


### Modify a record:


In the **Select Positions only (P), Supplements only (S) or blank for ALL** field, type the desired option.


In the **Select Position Statuses or blank for ALL** field, type the position statuses, separating multiple position statuses with a comma but no space (e.g., A,I). Or, click  to search for position statuses. Otherwise, leave blank to use all position statuses.


In the **Select Position School Years or blank for ALL** field, type the position school years, separating multiple position school years with a comma but no space (e.g., 2014,2015). Or, click  to search for position school years. Otherwise, leave blank to use all position school years.

In the **Select First Pay Date Codes or blank for ALL** field, type the pay date codes, separating multiple pay date codes with a comma but no space (e.g., NY4,NY6). Or, click  to search for pay date codes. Otherwise, leave blank to use all pay date codes.


In the **Select Extra Duty Codes or blank for ALL** field, type the extra duty codes, separating multiple extra duty codes with a comma but no space (e.g., 08,20,A2,TF). Or, click  to search for extra duty codes. Otherwise, leave blank to use all extra duty codes.

In the **Select Positions or blank for ALL (Includes ALL billets for selected positions)** field, type the position codes, separating multiple position codes with a comma but no space (e.g., PRIN,T187). Or, click  to search for position codes. Otherwise, leave blank to use all position codes.

In the **Select Positions/Billets or blank for ALL** field, type the position/billet codes, separating multiple position/billet codes with a comma but no space (e.g., PRIN/00001,PRIN/00006). Or, click  to search for position/billet codes. Otherwise, leave blank to use all position/billet codes.

In the **Select Supplement Positions or blank for ALL (Includes ALL billets for selected supplement positions)** field, type the supplement position codes, separating multiple supplement position codes with a comma but no space (e.g., PRIN,T187). Or, click  to search for supplement position codes. Otherwise, leave blank to use all supplement position codes.

In the **Select Supplement Positions/Billets or blank for ALL** field, type the supplement position/billet codes, separating multiple supplement position/billet codes with a comma but no space

(e.g., PRIN/00001,PRIN/00006). Or, click  to search for supplement position/billet codes. Otherwise, leave blank to use all supplement position/billet codes.

Click **Execute** to process the selections.


The following reports are available:


- Mass Delete Forecast Positions Process Error Listing
- Mass Delete Forecast Positions by Employee Name
- Mass Delete Forecast Positions by Campus
- Mass Delete Forecast Positions by Position/Billet

Click **Generate Reports** . The system displays the first report selected.


[Review the report.](#)

### Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  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 **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Continue** to view the next report, or click **Return** to return to the reports selection page.

Click **Process** to process the records


[Create a backup.](#)

A backup is highly recommended. Click **Yes** to create an export. Otherwise, click **No** to not create the export and continue with the process.

Type a password for the archive, and then click **Continue**. An export spinning wheel is displayed indicating the progress of the export process.

When the export process is completed, the File Download page is displayed.

Select **Save File**, and then click **OK**. The Save As dialog box is displayed. Otherwise, click **Cancel** to close the dialog box.

In the **Save As** field, click  to navigate to the appropriate folder.

In the **File name** field, the file name is set to dbccddd\_pmis\_mmddyyyy.rsfl, where cccddd is the county-district number and mmddyyyy is the current date.

Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.

After the export process is completed, the actual update is performed. If the update is successful, a message indicating that the mass delete update was processed successfully is displayed.

Click **Cancel** to return to the Mass Delete Forecast Positions page without processing.



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