



# **(OBSOLETE) Purge Data - HRS7800**



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**Human Resources > Utilities > TEAM Submission > Purge Data**

This page is used to delete existing TEAM tables.

## Purge data:

### Notes:

- If a date is not entered in both the **From Date (MM-YYYY)** and the **To Date (MM-YYYY)** fields, then all of the selected records are purged for all months that are currently in the system.
- If a date is entered in the **From Date (MM-YYYY)** field but not in the **To Date (MM-YYYY)** field, then all of the selected records are purged from the entered month through the current month.
- If a date is not entered in the **From Date (MM-YYYY)** field but is entered in the **To Date (MM-YYYY)** field, then all of the selected records are purged from the beginning month in the system through the entered date.
- If a date is entered in both the **From Date (MM-YYYY)** and **To Date (MM-YYYY)** fields, then all of the selected records are purged for all the months within the date range.

Field	Description
<b>From Date (MM-YYYY)</b>	Type the beginning month and year in the MMYYYY format of the TEAM tables to be purged.
<b>To Date (MM-YYYY)</b>	Type the ending month and year in the MMYYYY format of the TEAM tables to be purged.

All available TEAM tables are displayed on the left side of the page. Select the applicable TEAM tables to move to the right side of the page using one of the following buttons:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Once the selected tables are displayed under **TEAM Tables to be Purged**, click **Execute**. A message is displayed indicating which tables will be deleted.

- Click **Yes** to delete the table.

- Click **No** to not delete the table and return to the Purge Data page.

A message is displayed indicating that the EDXX table has been deleted. Click **OK**.



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