



# resetvalues\_instructorcourse



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# Reset Values - Instructor/Course

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

Click »**Select**» to move all selected instructors or courses to the right grid.

|  |  |
|--|--|
| <b>Instructors/Courses To Reset (right grid)</b> | The selected instructors or courses are listed.<br><br>Select any instructors or courses to remove from the list.  |
|  | <b>Print</b> Print a list of instructors or courses whose records will be reset.<br><br>Click <-- to remove any selected courses or instructors from the list to be reset. They will be listed in the left grid again.<br><br>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» to remove the selected courses or instructors from the list to be reset. They will be listed in the left grid again.

Click Reset. 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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