



Delete/Clear Tables

Table of Contents

Delete/Clear Tables 1

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State Reporting > Utilities > Delete/Clear Tables

This utility, which is typically only run at the beginning of a new submission, allows you to delete current year records from the State Reporting tables.

Delete records:

Options	Select one:	
	Delete All Records	Select to delete all records. <ul style="list-style-type: none"> • If selected, all fields and sections on the page are selected and cannot be unselected. • If not selected, you can select individual fields and selections.
Organization Data	Select the records to delete.	
Collections	For each collection (Fall , Midyear , Summer , and/or Extended), select the data you want to delete.	

Click **Delete**.

A message is displayed prompting you to confirm that you want to delete the records. Click **OK**.

When the process is complete, a message is displayed indicating that the process finished successfully.



Back Cover