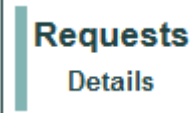


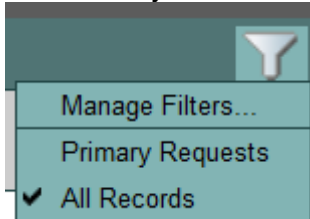
Mass Deleting Student Course Requests

1. Change view to the *Build View*

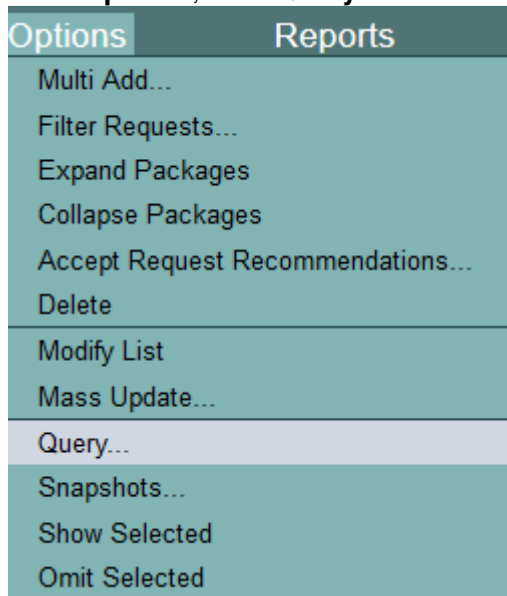
2. Click  top tab

3. Click  side tab

4. Make sure your filter is on All Records



5. Click **Options**, then **Query**





Mass Deleting Student Course Requests

6. Change the table on the query

New Query Simple Mode ▾

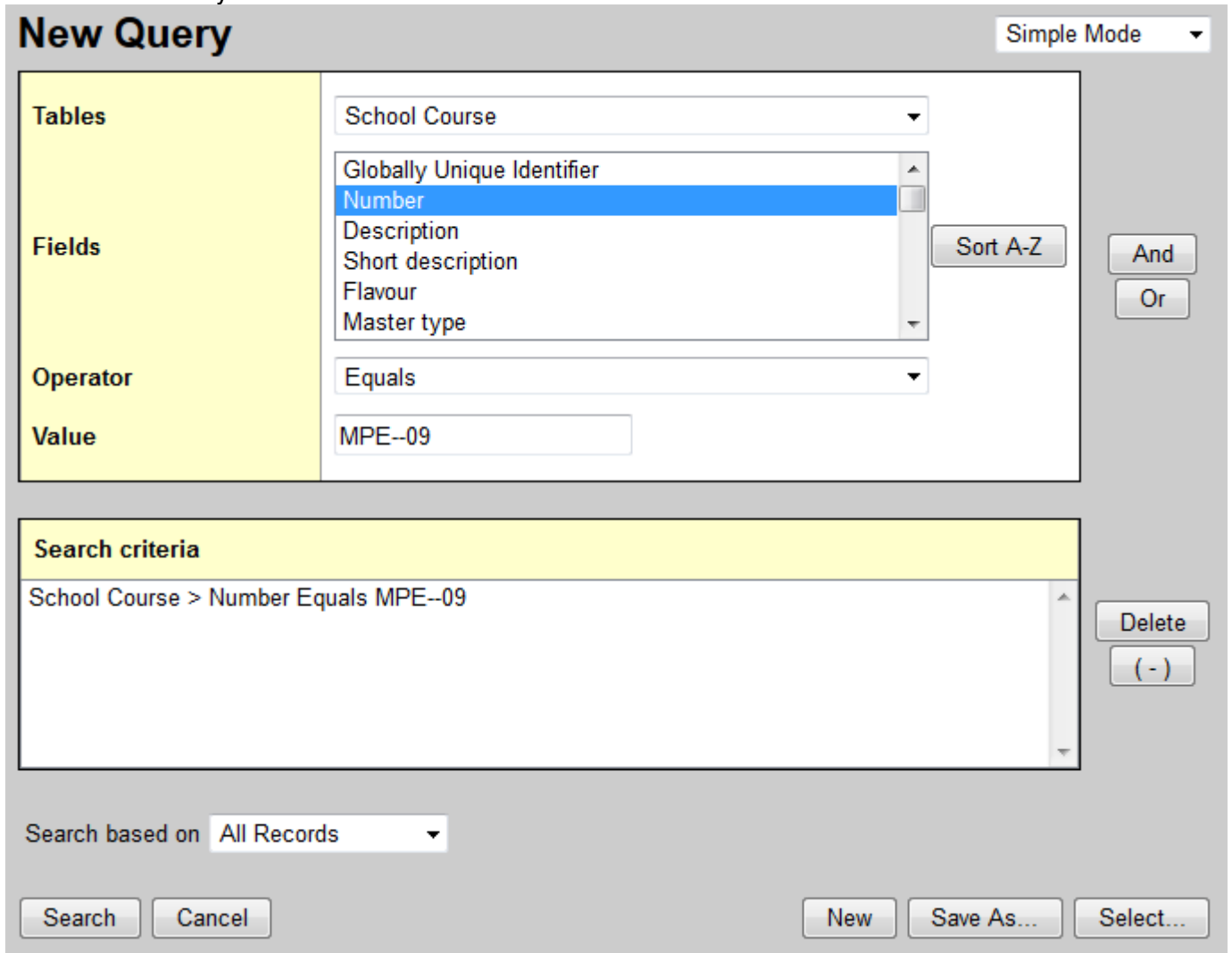
Tables	Student Course Request change from ▾
Fields	Student Course Request Alternate Course 1 Alternate Course 2 School School Course change to School Year Context Staff Student
Operator	
Value	▾

Search criteria

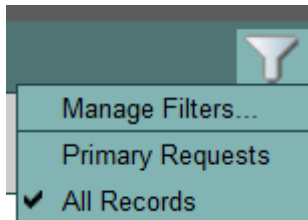
Search based on All Records ▾

Mass Deleting Student Course Requests

7. Select the course you want to delete:

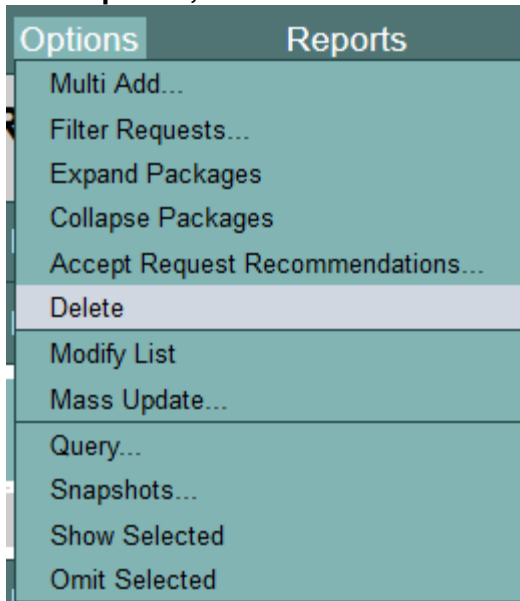


8. Ensure that the software selects the right course. If you don't get the results you want, change your filter to all records to start again



Mass Deleting Student Course Requests

9. Click **Options**, then **Delete**



10. Make sure that the “count” in the dialogue box isn’t wildly wrong

Delete all 1 selected records?

