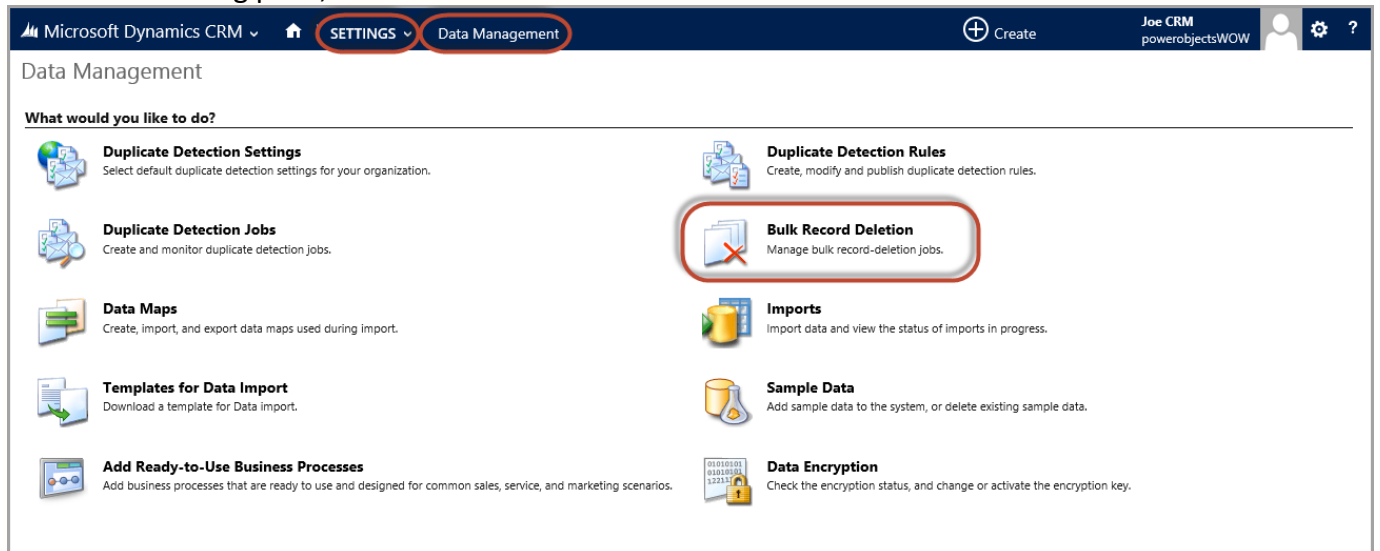


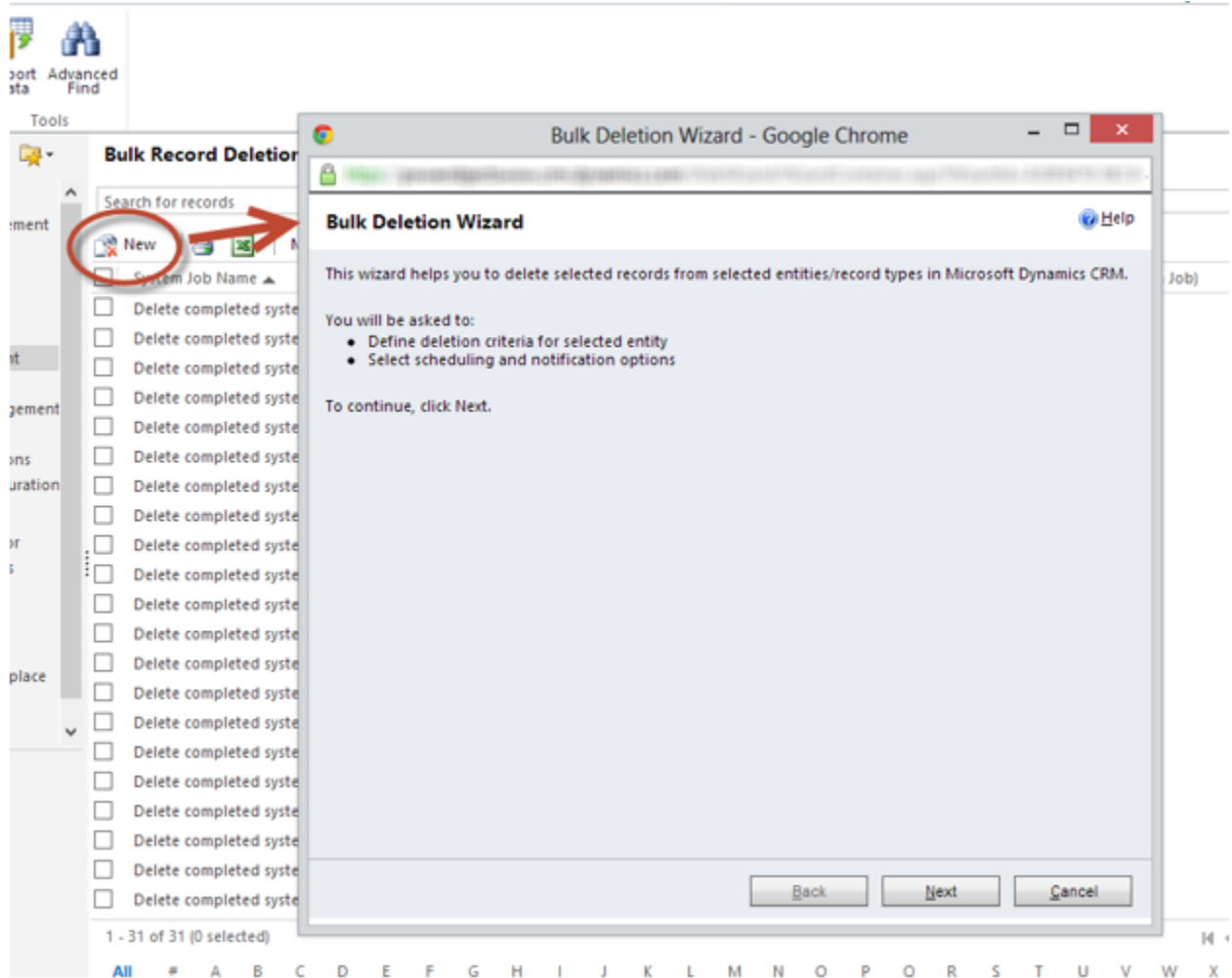
## Bulk Delete Wizard

The bulk delete wizard allows you to quickly define criteria for finding records and deleting them in bulk. To use the bulk delete wizard, follow these steps:

1. First navigate to **Settings**.
2. Under **System**, click **Data Management**.
3. In the reading pane, choose **Bulk Record Deletion**.



4. In the Bulk Record Deletion view, click New. This will pop open the wizard.






5. Define your search criteria, like you would in an Advanced Find.

## Define Search Criteria

 [Help](#)

Select search criteria to identify records to delete.

Look for:  Use Saved View:

 Clear |  Group AND  Group OR

▼ Address 1: State/Province Equals TX

Select

Preview Records


Back

Next


Cancel


6. After you've entered your search criteria, click Preview Records. Confirm that these are the records you actually want to delete.




## Define Search Criteria

 [Help](#)

Select search criteria to identify records to delete.

<input type="checkbox"/>	Account Name ▲	Primary Contact	Main Phone 
<input type="checkbox"/>	A Store (sample)	Adrian Dumitrascu (samp...	555-0136
<input type="checkbox"/>	Advanced Components (sample)	Brain LaMee (sample)	555-0135
<input type="checkbox"/>	Affordable Equipment (sample)	Cat Francis (sample)	555-0162
<input type="checkbox"/>	Elemental Goods (sample)	Gabriele Cannata (sample)	555-0127

<  >

1 - 4 of 4 (0 selected)   Page 1  >

[Back to Query](#)


[Back](#)

[Next](#)

[Cancel](#)

7. Schedule a time for your deletion job and indicate whether you want it to be a recurring job.

## Select Options

 [Help](#)

Specify the name of the bulk deletion system job, and scheduling and notification options.

Name:

Bulk Deletion - 5/17/2013 11:10:15 AM

Bulk deletion job start time:

5/17/2013



11:10 AM




☐ Run this job after every

30



days

☐ Send an e-mail to me ( @powerobjects.com) when this job is finished.

Also notify:



[Back](#)

[Next](#)

[Cancel](#)

8. Press **Submit** to finish the bulk deletion wizard.