

About Mass Delete Custom Buttons

The Mass Delete buttons included in this package are custom list buttons designed to save you time when deleting multiple records in a list view or related list. Each custom button is specifically designed to delete multiple records in a list for a particular standard object such as contacts or cases. One unique button is included for events that is designed to delete all selected tasks and events from an activity list view or related list with the click of a single button.

After installing, add the appropriate buttons to your list views and related lists. Each button was created as a list button, making it available on list views and related lists and designed to delete a single type of record. For example, to make the contact mass delete list button available to your users, add it to your contact list views and any page layout that displays the contacts related list.

Adding List Buttons to Related Lists

1. Click **Setup ► Customize**, select the appropriate object, and choose the Page Layouts link.
2. Click **Edit** next to the page layout that contains the related list where the custom button should display.
3. From the Related List Section, double-click a related list to edit it. Some related lists are not customizable because they link to data rather than store it. You can mouse-over any related list section to see if it is customizable.
4. Select "Mass Delete" in the Available Buttons list and click **Add** to add it to the list of buttons that display for the selected related list.
5. Sort custom buttons by selecting them and clicking **Up** or **Down**.
6. Click **OK**. Changes are not saved until you click **Save** on the page layout.
7. Select the *Overwrite users' personal related list customization* to apply the related lists in the page layout to all users, even if they have already customized their display.
8. Click **Save**.

Adding List Buttons to List Views

1. Click **Setup ► Customize**, select the appropriate object, and choose the **Search Layouts** link.
2. Click **Edit** next to the list view layout.
3. Select "Mass Delete" in the Available Buttons list and click **Add** to add it to the list of buttons that display. This adds the button to all list views available for that object.



Note: The Mass Delete button on activity list views deletes any selected task or event.

4. Sort custom buttons by selecting them and clicking **Up** or **Down**.
5. Click **Save**.