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| **TSDS Delete Utility** | |
| Slide 1  **Viewer will “Select” or “Click” as prompted during the simulation.** | Welcome to the guided practice. In this activity we are going to explore another component of the TSDS eData Manager. The Delete Utility allows LEAs to execute select sets of deletes within the ODS. The Delete Utility would be used when data in the ODS needs to be changed and an update via a data submission is not possible. Let’s start by selecting the Delete Utility from the eDM menu. **Go ahead and click on it**. |
| Slide 2 | The Delete Utility has opened up in a new tab. Any deletes that have already been completed would be posted here in the center page. We do not yet have any deletes. We can also see the two menu options that are available to us. My Deletes brings us back to this home page. New Delete Requests kicks off the process of creating a new delete command. **Click New Delete Requests**. |
| Slide 3 | From this screen we can see all of the available deletes in one column and we can also see the collection the deletes are assigned to. In this case the deletes all belong to the 2014 TSDS Dashboard collection. Select one of the deletes to run. **Click on the second blue arrow down next to Delete Staff Education Org Assignment Association for Dashboard – Interchange Staff Association Extension.** |
| Slide 4 | On this screen we can add any administrative notes that will help us tag and organize our activities. Next we can review the data that would be deleted if we went ahead and ran the delete command. **Click on Preview Delete**. |
| Slide 5 | On the preview page we can see a count of the records that would be deleted in each table included in the delete. In this case 12,889 records would be deleted from Staff Assignment and zero records would be deleted from Staff Assignment Grade Level and Staff Assignment Subject Area tables.  Further down on the screen, we can preview several rows of data that would deleted in each table. We can also download the entire file of records to be deleted. **Click on the Excel icon next to Staff Assignment**. Then on the bottom lefthand side of the screen **click on the downloaded file** to open it. |
| Slide 6 | We can now review each row of data that would be deleted. I’m going to close out of here so we can return to the preview page. |
| Slide 7 | Now that we are back on the preview page, we could choose to confirm the delete if we were satisfied with the preview. Or as in this case, we could select cancel. **Go ahead and click that button.** |
| Slide 8 | And that brings us to the end of the guided practice activity. Thanks for your time |