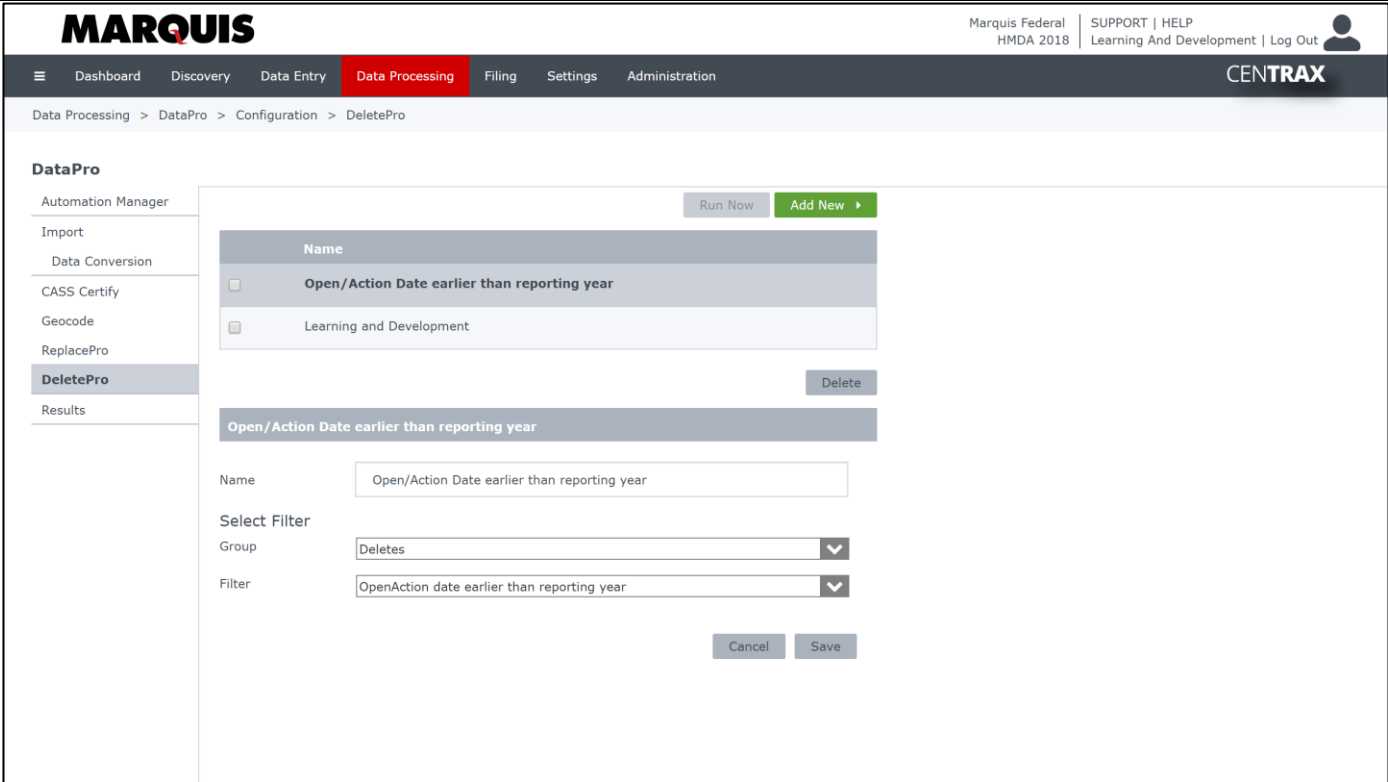


MARQUIS

CNX606	DataPro – DeletePro
	The DeletePro function allows for the ability to automate the deleting of records that meet specific qualifications.
Order of Steps	Tasks
Step 1	Log into CentTrax NEXT
	The active Institution and File will display in the upper right-hand section to the left of the name of the user logged in.
Step 2	Click Data Processing
Step 3	Click DataPro
Step 4	Click DeletePro from the menu on the left hand side
Note: DeletePro items require a saved filter be applied so the filters must be created and saved within Discovery/Research before building the replace. Please refer to CNX402 Research – Filtering.pdf for procedures on how to build and save filters.	
Step 5	To create a new deletion, click the green Add New button
5.1	Type a description into the Name box
5.2	Make the Select Filter selections:
	<ul style="list-style-type: none"> Click drop-down arrow to select the Filter Group Click drop-down arrow to select the Filter
5.3	Click Save to complete the DeletePro setup
	The deletion will now display at the top of the window with a Process box to the left of the Name
	

MARQUIS

Step 6	To run the deletion manually, place a check mark in the Process box next to the DeletePro name
6.1	Click the gray Run Now button
6.2	A pop up message will appear when it completes. To see the results of the DeletePro, click the Results menu item located on the left-hand side of the page
Step 7	To Edit a DeletePro, simply click on the Name of the DeletePro within the list
7.1	Make the desired changes
7.1	Click Save
Step 8	To Delete DeletePro, simply click on the Name of the DeletePro within the list
8.1	Click the Delete button
8.2	Click Yes in the confirmation message
Note: While the delete can be run manually here, it can also be set up to automatically processed within the Automation Manager.	