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Overview

There are several utilities built into NACCRRAware. Utilities (Advanced) are functions of the program that are not done on a regular basis, but are provided for the times when necessary. Some relate to moving the data from and into another installation of NACCRRAware, others are templates for completing other processes. Because these processes can have major implications if completed incorrectly, many of these functions are only accessible to those users with Create, Modify, Reports and Delete or Total Administrator security levels.

Export Options



Note: To export data on a field by field basis, use the Custom Report feature which is part of the Custom Search/Reports menu. You will want to create a Custom Report with the fields you want to export, then click on the <Create File> button to create an ASCII, tab-delimited file.

There are six export options available, two for the client files and two for provider files; one for community and one for system the export options are:

- Export NACCRRRA Standard Client Fields
- Export All Client Fields
- Export NACCRRRA Standard Provider Fields
- Export All Provider Fields.
- Export All Community Fields
- Export All System Fields

Export NACCRRRA Standard Client Fields

This export routine exports the client fields that NACCRRRA has standardized with the intent of including this information in a national database. The exported file is produced as an ASCII file and is tab delimited.

The following fields are exported (and are listed in the order of export):

***Client UID (Universal Identifier), Agency Number, Client ID
Street Address, City, State, Zip, Zip+4
Latitude, Longitude, County, FIP Code for County
New User / Previous User / Previous User, New Case
Type of Case : Information / Referral /etc.
Client Type : Fee Paying / Corporate Contract / etc
Relation to Child. Eligibility Status, Employment Status, Family Size
Number of Adults in the Household, Number of Children
For each child, the following fields will repeat:
Date of Birth, Care Needed: Full Time / Part Time / Both
Care Needed: Full Year / School Year / Summer
Days of Week Needed and Hours of Each Day
Type of Care Desired, Special Needs, Languages***

To initiate this Export:

1. Click on the hyperlink reading Export NACCRRRA Standard Client Fields.
2. An hourglass will appear while the file is being exported.
3. When the hourglass disappears, a link to the file will appear under the Files to Download section at the bottom of the page.
4. The files exported will be named with the Agency ID + the file name. The following 3 files will be created.
5. AgencyIDchildCareNeedStandard.txt
6. AgencyIDchildStandard.txt
7. AgencyIDclientStandard.txt
8. After the files have been created, they are located in an export directory on the server computer that NACCRRAware is running on. The export directory is /Program Files/Apache Group/Apache/htdocs/naccrra/AgencyID/export
9. NACCRRRA will provide directions for submitting the Standard Client fields for national data collection.
10. To download (i.e. move) the file to the workstation, position the cursor over the link with the file name and click the right mouse button.
11. A menu appears with series of options.
12. Choose "Save Target As..." by placing the cursor over this text and clicking.
13. A download window will open.
14. In the box titled "Save in:" at the top of the window, specify the folder where the files will be saved.
15. If a specific location has not been identified, it is recommended to save it in the \NACCRRRAFiles folder on the C: drive. This will make it easier to locate in the future.
16. To rename the file, overtype the name in the "File name:" box towards the bottom of the window.
17. To complete saving the file, click on the <Save> button.

Export All Client Fields

To transfer data from one computer running NACCRRAware to another, or for regular archives of data, -- it is possible to export all of the fields in the client records. This data can only be read by NACCRRAware. To export data for use in another program, use the Custom Report export option.

1. Click on the hyperlink reading Export All Client Fields.
2. An hourglass will appear while the file is being exported.
3. When the hourglass disappears, a link to the file will appear under the Files to Download section at the bottom of the page.
4. The file exported using this routine will be named with your Agency ID + "client.exp"
5. Example: For Agency ID "0002", the file name will be "0002client.exp".
6. After the file has been created, it is located in the export directory on the server computer that NACCRRAware is running on. The export directory is /Program Files/Apache Group/Apache/htdocs/naccrra/AgencyID/export
7. To download (i.e. move) the file to the workstation, position the cursor over the link with the file name and click the right mouse button.
8. A menu appears with series of options.
9. Choose "Save Target As" by placing the cursor over this text and clicking.
10. A download window will open.
11. In the box titled "Save in" (top of the window), specify the folder where the file will be saved.
12. If a specific location has not been identified, it is recommended to save it in the \NACCRRFiles folder on the C: drive. This will make it easier to locate in the future.
13. To rename the file, ovrtype the name in the "File name" box (bottom of the window).
14. To complete saving the file, click on the <Save> button.

Export NACCRRA Standard Provider Fields

This export routine exports the provider fields that NACCRRA has standardized with the intent of including this information in a national database. The exported file is produced as an ASCII file and is tab delimited.

The following fields are exported (and are listed in the order of export):

***Provider UID (Universal Identifier), Agency Number, Provider ID, EIN/SSN
First Name, Last Name, Business Name
Street Address, City, State, Zip, Zip+4
Latitude, Longitude, County, FIP Code for County
Primary Phone Area Code, Primary Phone Number
Type Of Care including FCC/CCC prefix for CCR&R-configured Types of Care
Regulation Status
Head Start Funding, State Pre-K Funding
Age Care Provided From (in weeks), Age Care Provided To (in weeks)
Total Licensed Capacity, Number of Shifts
For each available shift: the following fields
Care provided: full-time / part-time / both full and part time
Care provided: full year / school year / summer only
Days care provided and for each day
Hours care provided, No Fee charged, All Fees and fee units***

To initiate this export:

1. Click on the hyperlink reading Export NACCRRA Standard Provider Fields.
2. An hourglass will appear while the file is being exported.
3. When the hourglass disappears, a link to the file will appear under the Files to Download section at the bottom of the page.
4. The files exported using this routine will be named with the Agency ID+ the file name. The following 4 file names will be created:
5. AgencyIDdaysOfWeekStandard.txt
6. AgencyIDproviderStandard.txt
7. AgencyIDratesStandard.txt
8. AgencyIDshiftStandard.txt
9. After the files have been created, they are located an export directory on the server computer that NACCRRAware is running on. The export directory is /Program Files/Apache Group/Apache/htdocs/naccrra/AgencyID/export.
10. NACCRRA will provide directions for submitting the Standard Client fields for national data collection.
11. To download (i.e. move) the file to the workstation, position the cursor over the link with the file name and click the right mouse button.
12. A menu appears with series of options.
13. Choose "Save Target As" by placing the cursor over this text and clicking.
14. A download window will open.
15. In the box titled "Save in" (top of the window), specify the folder where the file will be saved.
16. If a specific location has not been identified, it is recommended to save it in the \NACCRRAFiles folder on the C: drive. This will make it easier to locate in the future.
17. To rename the file, overtype the name in the "File name:" box (bottom of the window).
18. To complete saving the file, click on the <Save> button.

Export All Provider Fields

To transfer data from one computer running NACCRRAware to another, or for regular archives of data, -- it is possible to export all of the fields in the provider records. This data can only be read by NACCRRAware. To export data for use in another program, use the Custom Report export option.

1. Click on the hyperlink reading Export All Provider Fields.
2. An hourglass will appear while the file is being exported.
3. When the hourglass disappears, a link to the file will appear under the Files to Download section at the bottom of the page.
4. The file exported using this routine will be named with your Agency ID + "provider.exp"
5. Example: For Agency ID "0002", the file name will be "0002provider.exp".
6. After the file has been created, it is located an export directory on the server computer that NACCRRAware is running on. The export directory is /Program Files/Apache Group/Apache/htdocs/naccrra/AgencyID/export.
7. To download (i.e. move) the file to the workstation, position the cursor over the link with the file name and click the right mouse button.
8. A menu appears with series of options.
9. Choose "Save Target As..." by placing the cursor over this text and clicking.
10. A download window will open.
11. In the box titled "Save in:" at the top of the window, specify the folder where the file will be saved.
12. If a specific location has not been identified, it is recommended to save it in the \NACCRRFiles folder on the C: drive. This will make it easier to locate in the future.
13. To rename the file, overtype the name in the "File name:" box towards the bottom of the window.
14. To complete saving the file, click on the <Save> button.

Export all Community Fields

To transfer data from one computer running NACCRRAware to another, or for regular archives of data, -- it is possible to export all of the fields in the community records. This data can only be read by NACCRRAware. To export data for use in another program, use the Custom Report export option.

1. Click on the hyperlink reading Export All Community Fields.
2. An hourglass will appear while the file is being exported.
3. When the hourglass disappears, a link to the file will appear under the Files to Download section at the bottom of the page.
4. The file exported using this routine will be named with your Agency ID + "community.exp"
5. Example: For Agency ID "0002", the file name will be "0002community.exp".
6. After the file has been created, it is located an export directory on the server computer that NACCRRAware is running on. The export directory is /Program Files/Apache Group/Apache/htdocs/naccrra/AgencyID/export.
7. To download (i.e. move) the file to the workstation, position the cursor over the link with the file name and click the right mouse button.
8. A menu appears with series of options.
9. Choose "Save Target As" by placing the cursor over this text and clicking.
10. A download window will open.
11. In the box titled "Save in" (top of the window), specify the folder where the file will be saved.
12. If a specific location has not been identified, it is recommended to save it in the \NACCRRFiles folder on the C: drive. This will make it easier to locate in the future.
13. To rename the file, overtype the name in the "File name" (bottom of the window).
14. To complete saving the file, click on the <Save> button.

Export all System Fields

To transfer all of the data from one computer running NACCRRAware to another—for instance if moving from one server to another, and need to transfer all configurations and user data,— it is possible to export all of the system fields. This data can only be imported into another NACCRRAware installation.

1. Click on the hyperlink reading Export All System Fields.
2. An hourglass will appear while the file is being exported.
3. When the hourglass disappears, a link to the file will appear under the Files to Download section at the bottom of the page.
4. The file exported using this routine will be named with your Agency ID + "system.exp"
5. Example: For Agency ID "0002", the file name will be "0002system.exp".
6. After the file has been created, it is located an export directory on the server computer that NACCRRAware is running on. The export directory is /Program Files/Apache Group/Apache/htdocs/naccrra/AgencyID/export.
7. To download (i.e. move) the file to the workstation, position the cursor over the link with the file name and click the right mouse button.
8. A menu appears with series of options.
9. Choose "Save Target As" by placing the cursor over this text and clicking.
10. A download window will open.
11. In the box titled "Save in" (top of the window), specify the folder where the file will be saved.
12. If a specific location has not been identified, it is recommended to save it in the \NACCRRFiles folder on the C: drive. This will make it easier to locate in the future.
13. To rename the file, overtype the name in the "File name" box (bottom of the window).
14. To complete saving the file, click on the <Save> button.

Import Options

There are four import options available, one for the client files, one for provider files, a community and a system import; the import options are:

- Import All Client Fields
- Import All Provider Fields
- Import All Community Fields
- Import All System Fields

Import all Client Fields

To transfer data from one computer running NACCRRAware to another -- it is possible to import all of the fields in the client records. This data must have been created from the export all client fields process in NACCRRAware.

1. The file to be imported using this routine needs to maintain the name it was given when exported -- Agency ID + "client.exp"
2. For example: if Agency ID is "0002", then the file name will be "0002client.exp"
3. The file to be imported must be placed in the \AgencyID\export directory under the \Program Files\Apache Group\Apache\htdocs\naccrra structure on the appropriate drive of the server where the software is installed.
4. For example: the full path is :Program Files\Apache Group\Apache\htdocs\naccrra\0002\export
5. Once the file is in place, file will appear under the Files to Download section at the bottom of the page
6. If the file does not appear in this location, the import will not complete.
7. Click on Import All Client Fields.
8. The hourglass will appear while the file is being imported.
9. When the hourglass disappears, a message will appear stating the file has been successfully imported.
10. Click on the Return link to return to the Export/Import page or select another menu item from the menu sidebar.

Import All Provider Fields

To transfer data from one computer running NACCRRAware to another -- it is possible to import all of the fields in the provider records. This data must have been created from the export all provider fields process in NACCRRAware.

1. To import All Provider fields:
2. The file to be imported using this routine needs to maintain the name it was given when exported -- Agency ID + "provider.exp"
3. For example: if Agency ID is "0002", then the file name will be "0002provider.exp"
4. The file to be imported must be placed in the \AgencyID\export directory under the \Program Files\Apache Group\Apache\htdocs\naccrra structure on the appropriate drive of the server where the software is installed.
5. For example: the full path is :Program Files\Apache Group\Apache\htdocs\naccrra\0002\export
6. Once the file is in place, file will appear under the Files to Download section at the bottom of the page
7. If the file does not appear in this location, the import will not complete.
8. Click on Import All Provider Fields.
9. The hourglass will appear while the file is being imported.
10. When the hourglass disappears, a message will appear stating the file has been successfully imported.
11. Click on the Return link to return to the Export/Import page or select another menu item from the menu sidebar.

Import All Community Fields

To transfer data from one computer running NACCRRAware to another -- it is possible to import all of the fields in the Community records. This data must have been created from the export all Community fields process in NACCRRAware.

1. The file to be imported using this routine needs to maintain the name it was given when exported -- Agency ID + "community.exp"
2. For example: if Agency ID is "0002", then the file name will be "0002community.exp"
3. The file to be imported must be placed in the \AgencyID\export directory under the \Program Files\Apache Group\Apache\htdocs\naccrra structure on the appropriate drive of the server where the software is installed.
4. For example: the full path is :\\Program Files\Apache Group\Apache\htdocs\naccrra\0002\export
5. Once the file is in place, file will appear under the Files to Download section at the bottom of the page
6. If the file does not appear in this location, the import will not complete.
7. Click on Import All Community Fields.
8. The hourglass will appear while the file is being imported.
9. When the hourglass disappears, a message will appear stating the file has been successfully imported.
10. Click on the Return link to return to the Export/Import page or select another menu item from the menu sidebar.

Import All System Fields

To transfer data from one computer running NACCRRAware to another -- it is possible to import all of the system fields containing all configurations. This data must have been created from the export all system fields process in NACCRRAware.

To import All System fields:

1. The file to be imported using this routine needs to maintain the name it was given when exported -- Agency ID + "system.exp"
2. For example: if Agency ID is "0002", then the file name will be "0002system.exp"
3. The file to be imported must be placed in the \AgencyID\export directory under the \Program Files\Apache Group\Apache\htdocs\naccrra structure on the appropriate drive of the server where the software is installed.
4. For example: the full path is :\\Program Files\Apache Group\Apache\htdocs\naccrra\0002\export
5. Once the file is in place, file will appear under the Files to Download section at the bottom of the page
6. If the file does not appear in this location, the import will not complete.
7. Click on Import All System Fields.
8. The hourglass will appear while the file is being imported.
9. When the hourglass disappears, a message will appear stating the file has been successfully imported.
10. Click on the Return link to return to the Export/Import page or select another menu item from the menu sidebar.

Global Search and Replace

The Global Search and Replace function allows users with Create, Modify, Report and Delete security level or Total Administration security levels to replace data from one field value with data in another field value in the same field name. The following directions are the same process for both provider and client.

NOTE: If you are needing to change a field value that shows up in the General Configurable fields under the Administration section of the NACCRRAware program, the field value will have to be globally searched and replaced in both the Client and Provider databases separately. This is due to this field showing up in both the provider and client databases. Just changing in provider will not change the values in client and vice versa.

1. Click on <Utilities>Search and Replace
2. Click Client or Provider, depending upon the location of the desired field.

Search and Replace Help

Please select the type of data you wish to manipulate in this Search and Replace operation.

- Client
- Provider

CONTINUE

3. The NACCRRAware Replace field for Provider or Client page will appear.
4. Left click on the field name of the data to be replaced.

 **NOTE: only one field at a time can be replaced.**

5. The field is selected if a “dot” appears inside the circle. See example below:

Client Search and Replace - Select Field Help

Select a field for this Search and Replace operation:		
General		
<input checked="" type="radio"/> Client Status	<input type="radio"/> Configurable One	<input type="radio"/> Local One
<input type="radio"/> Payment Method	<input type="radio"/> Country	<input type="radio"/> Case Type
<input type="radio"/> Status	<input type="radio"/> Configurable Two	<input type="radio"/> Client Type
<input type="radio"/> Client Address Type	<input type="radio"/> Area Code	<input type="radio"/> Caller First Name

6. Scroll to the bottom and click Select Values.
7. The Replace Field for Client or Provider page will appear, listing the appropriate field values to be replaced.

- Text fields will produce two text boxes, one on the left, and one on the right. See example below:

Client Search and Replace - Select Values [Help](#)

Search and Replace Values for Field: City

REPLACE value:	<input type="text" value="Roseburg"/>	with NEW value:	<input type="text" value="Harrisburg"/>
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- Drop down lists will produce two selection lists, one on the left, one on the right. See example below:

Client Search and Replace - Select Values [Help](#)

Search and Replace Values for Field: Client Status

REPLACE value:	<input type="text" value="New Client"/>	with NEW value:	<input type="text" value="Previous Client"/>
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- In the left box, type or select the old value.
- In the right box, type or select the value that should replace the old value.

 **NOTE: it is possible to replace an empty text field with a specific value. For instance, it is possible to replace all empty county fields with the word Ramsey by leaving the left box blank and typing Ramsey in the right box.**

- Click Next.
- The Client or Provider Search and Replace field selection screen will appear.
- To complete the replace on specific records only, use this screen to create custom search criteria for the replace. For more information on creating a custom search, see the section called Finding and viewing data—Custom Search. To complete the replace on all records, simply scroll to the bottom and click next.
- Once the desired field names are chosen for the custom search, click next.
- The next screen, Client or Provider Query Builder, is used to build the query to isolate the records desired for the search and replace. To replace all records in the database, continue to step 17.
- Once the query is complete, click next.
- The next screen confirms the replace of fields. This page lists the field name affected, the old value and the new value. It also shows the sql statements that make up the query for the records to be changed.
- If the field name, old value and new value are correct, press Next.
- The final screen will notify if the process is successful or not. If successful, the notification includes the number of rows changed, representing the number of records changed.
- When complete, use the top menu to proceed to the desired place in the program.

Search and Delete

The Search and Delete Function provides the ability for users to globally delete a number of records based on a specific query. This facilitates ease in deleting groups of records after data has been archived.

Please use the following directions to utilize the Search and Delete. This process is only available for users with Create, Modify, Reports and Delete or Total Administrator security levels.

1. On the Main Menu, click Utilities.
2. Choose Search/Delete.
3. Select the type of data to be deleted, Client, Provider or Community records.
4. Choose the number of records per page to be displayed. The options range from 50 to 500. This determines the number of records that will be displayed on each page if there are more than 50 records which meet the criteria.
5. Click Search.
6. The appropriate Custom Search-Fields Select screen will appear.
7. Place a check mark in the appropriate box(es) needed to build the query which will define the records to be deleted. For more information on building queries, see Custom Search Help.
8. Once all boxes are marked, scroll to the bottom and click Next.
9. The appropriate Custom Search-Query Builder screen will appear.
10. Build the appropriate query and click Add Query and Continue.
11. The listing screen will appear as below:

The screenshot shows the 'Search and Delete' utility interface. At the top is a navigation menu with 'Home', 'Administration', 'Data Entry', 'Custom Search', 'Reports', 'Utilities', 'Help', and 'Logout'. Below this is a red header bar with 'Search and Delete' and a 'Help' link. The main content area is titled 'Provider Listing' and shows 'Records Selected: 0'. Below the title are 'Show All Pages', 'Records: 1 - 100 of 3682', and 'Page 1 of 37 : 1 2 3 4 5'. The main table has the following data:

ID	First Name	Last Name	Business Name	City	Phone	Status	Delete
1	JENNY	SMITH		CENTURY	651-754-0291	Active	<input type="checkbox"/>
2	JENNIFER	JONES		CENTURY CITY	651-426-7321	Active	<input type="checkbox"/>
3	MELINDA	BERGERSON		BLACKWELL	651-755-7263	Active	<input type="checkbox"/>
4	MARA	BORN		STANDFORD	651-462-8914	Active	<input type="checkbox"/>
5	SHEILA	LILLY	SHEILA'S DAY CARE	EAST GROVE	651-434-9080	Active	<input type="checkbox"/>
6	SANDRA	WHITNEY	SANDLOT DAY CARE	CENTURY	651-754-5248	Active	<input type="checkbox"/>
7	KIDS CLUB	HOUSE	CENTURY CITY ELEM	CENTURY CITY	651-786-1338	Active	<input type="checkbox"/>
8	KATHY	YOZAMP	KATHY'S KIDS	ANDERSON	651-754-9750	Active	<input type="checkbox"/>

12. To show all options, click Show All Pages in the upper left corner. To move through the list page by page, click the page number in the upper right corner. The arrows on the left and right move to the previous or next set of 5 pages.
13. To sort options by ID, First Name, Last Name, Business Name (providers only), City, Phone, or Status, click the Up (ascending) or Down (descending) arrow in the appropriate category. The red arrow indicates the current sort option.
14. To mark a record for deletion, place a check mark in the Delete box on the right.
15. As records are marked, the number of Records Selected on the top right will increase.
16. When changing pages, the Records Selected number will show the previous page number until all records on the page have loaded.
17. At the bottom of the page, Remove Checks, Check All and Delete buttons are available.
18. Remove Checks removes all checks on the current page.
19. Check All places checks on all records on the current page.

20. Delete will delete ALL marked records on all pages.
21. To delete records, mark all appropriate records and click Delete.
22. A warning message will appear asking: "Are you sure you want to delete the selected records (X) records?" The X represents the number of records marked.
23. Click Yes to continue, Cancel to stop the delete operation.
24. Yes will produce a page indicating the records have been successfully deleted and to return to Search and Delete or another menu item.
25. The records are now deleted and available for restore for **90 days** on NACCRRAware.net system, or until the Permanent Delete is completed on local installations.

Search and Restore

The Search and Restore function allows users to restore a record that has been deleted and is now needed back in the database. Restored records will have the same status (Active or Inactive) as when originally deleted.

Please use the following directions to utilize the Search and Delete. This process is only available for users with Create, Modify, Reports and Delete or Total Administrator security levels.

1. On the Main Menu, click Utilities.
2. Choose Search/Restore.
3. Select the type of data to be deleted, Client, Provider or Community records.
4. To restore records deleted on a specific date, choose the Additional Search Parameter Delete Date.
5. Select the proper query function (equal to, not equal to, less than, less than or equal to, greater than, greater than or equal to).
6. Enter the appropriate date.
7. To locate a specific record number, choose the Additional Search Parameter ID.
8. Select the proper query function (equal to, not equal to, less than, less than or equal to, greater than, greater than or equal to).
9. Enter the appropriate ID.
10. Choose the number of records per page to be displayed. The options range from 50 to 500. This determines the number of records that will be displayed on each page if there are more than 50 records which meet the criteria.
11. Click Search. The listing screen will appear as below:

ID	First Name	Last Name	City	Phone	Delete Date	Restore
65	test		SACRAMENTO	916	04/29/2002	<input type="checkbox"/>
66			SACRAMENTO	916	04/29/2002	<input type="checkbox"/>

12. To show all options, click Show All Pages in the upper left corner. To move through the list page by page, click the page number in the upper right corner. The arrows on the left and right move to the previous or next set of 5 pages.
13. To sort options by ID, First Name, Last Name, Business Name (providers only), City, Phone, or Delete Date, click the Up (ascending) or Down (descending) arrow in the appropriate category. The red arrow indicates the current sort option.
14. To mark a record for restoration, place a check mark in the Restore box on the right.
15. As records are marked, the number of Records Selected on the top right will increase.
16. When changing pages, the Records Selected number will show the previous page number until all records on the page have loaded.
17. At the bottom of the page, Remove Checks, Check All and Restore buttons are available.
18. Remove Checks removes all checks on the current page.
19. Check All places checks on all records on the current page.
20. Restore will restore ALL marked records on all pages.

21. To restore records, mark all appropriate records and click Restore.
22. A warning message will appear asking: "Are you sure you want to restore the selected records (X) records?" The X represents the number of records marked.
23. Click Yes to continue, Cancel to stop the Restore operation.
24. Yes will produce a page indicating the records have been successfully restored and to return to Search and Restore or another menu item.
25. The records are now restored and available from Data Entry and other eligible records.

Permanent Delete

Deleted records continue to take up space on the hard drive of the computer. To keep the database from growing too large, permanent delete will remove all traces of the records from the system, removing the record from the restore function. Permanently deleted records will NOT be able to be recovered except by restoring a backup from an earlier date. It is important to delete only those records that have been archived in another manner or are beyond the required recordkeeping date. This process is automatic on NACCRRAware.net and will happen after a record has been deleted for 90 days. For local installations, a user with Create, Modify, Reports and Delete or Total Administrative access will need to utilize this function to permanently delete the records. NACCRRAware.net users with proper security level may also permanently delete records at any time by utilizing this function.

WARNING: On the NACCRRAware.net system, records will be permanently deleted 90 days after the delete date. Users have 90 days to restore a record if deleted in error.

Please use the following directions to utilize the Permanent Delete function. Only users with Create, Modify, Reports and Delete or Total Administration access may access this function.

1. On the Main Menu, choose Utilities.
2. Choose Perm. Delete.
3. Select the type of data to be deleted, Client, Provider or Community records.
4. Choose the number of records per page to be displayed. The options range from 50 to 500. This determines the number of records that will be displayed on each page if there are more than 50 records which meet the criteria.
5. Click Search.
6. The listing screen will appear as below:

Login time: 07/20/2007 09:50:30

[Home](#) | [Administration](#) | [Data Entry](#) | [Custom Search](#) | [Reports](#) | [Utilities](#) | [Help](#) | [Logout](#)

Permanent Delete
[Help](#)

Provider Listing

Records Selected: 0

[Show All Pages](#)

Records: 1 - 100 of 1328

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ID	First Name	Last Name	Business Name	City	Phone	Delete Date	Delete
18	LIZ	OSSITER		CENTURY	651-755-1629	05/28/2004	<input type="checkbox"/>
19	AMANDA	DITER		CENTURY	651-427-8183	05/28/2004	<input type="checkbox"/>
20	PAUL	HARVEY		CENTURY	651-754-5781	05/28/2004	<input type="checkbox"/>

7. To show all options, click Show All Pages in the upper left corner. To move through the list page by page, click the page number in the upper right corner. The arrows on the left and right move to the previous or next set of 5 pages.
8. To sort options by ID, First Name, Last Name, Business Name (providers only), City, Phone, or Delete Date, click the Up (ascending) or Down (descending) arrow in the appropriate category. The red arrow indicates the current sort option.
9. To mark a record for permanent deletion, place a check mark in the Delete box on the right.
10. As records are marked, the number of Records Selected on the top right will increase.
11. When changing pages, the Records Selected number will show the previous page number until all records on the page have loaded.
12. At the bottom of the page, Remove Checks, Check All and Delete buttons are available.
13. Remove Checks removes all checks on the current page.

14. Check All places checks on all records on the current page.
15. Delete will *permanently* delete ALL marked records on all pages.
16. To permanently delete records, mark all appropriate records and click Delete.
17. A warning message will appear stating: "Warning you are about to delete records permanently."
18. Click OK.
19. A warning message will appear asking: "Are you sure you want to delete the selected records (X) records?" The X represents the number of records marked.
20. Click Yes to continue, Cancel to stop the Permanent Delete operation.
21. Yes will produce a page indicating the records have been permanently delete and a note that this action cannot be undone.
22. Click to return to Permanent Delete or another menu item.
23. The records are now permanently delete and will not be accessible through any functions in NACCRRAware.