

Purge Data



ChildPlus

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The **Purge Data Utility** permanently deletes records that you no longer need from ChildPlus. This utility lets you purge records by program term. The way it works is that any family or participant who only has a participation record for the program term you are purging will be removed from ChildPlus. If a family or participant has participation records for multiple terms, however, will not be removed from ChildPlus and you'll still be able to view the program term that was purged (although it will be *grayed out* and *view only*) in the **Enrollment** module. Once the program term has been purged, you can print a list of the family members who were purged.



Proceed with caution!

Before purging any data it is strongly recommended that you create an archive and run the **Prepare for Next Program Term Utility**. Once you purge records, they will be permanently deleted from ChildPlus.

How to Purge Data Records in ChildPlus:



Before you begin:

Make sure that all of your users have exited out of ChildPlus before you use the **Purge Data Utility**.

1. Click **Setup > Data Utilities > Prepare for Next Program Term > Purge Data**.
2. Click **OK** to confirm you want to purge data.
3. Check the box next to each program term that you want to purge.
4. Click the
5. Click **Print Purge Report** to print a list with the *Name, ChildPlus ID, Age, and Birthday* of each participant and family member that will be purged.
5. Review the report to verify that you want to purge all everyone listed on it.
6. Click on the **Purge** button when you are ready to purge the selected program term(s).
7. Type **Purge** to confirm that you want to purge the records.
8. Click **Purge**.