

Events - Bulk Delete

Last Modified on 19/03/2021 1:47 pm ACDT

Bulk Delete Events (v.6.69 Feature)

In this version, we introduced the ability to delete multiple events. This is done via the Bulk Delete tool.

How to Delete Some Events (not All)

1. Navigate to Events.
2. Click **Bulk Delete**.
 - a. A list of events appears.
3. Tick the checkbox(es) of the events you wish to delete. The **Delete Selected** button will be enabled after a checkbox is selected.
4. Click **Delete Selected**.
 - a. A deletion confirmation message window appears.
 - b. **Note:** Pressing the Delete Selected button deletes the selected services, and for events that have no remaining services, marks them as deleted.
5. Click **Ok**.

Events

Search Bulk Delete

☐ Select All Delete Selected

Patient	Medical Provider	Service Location	Service Time
<input checked="" type="checkbox"/> Miss Jane Doe	Mr System Administrator	East St Kilda Cons	10/2/16 4:59pm
<input type="checkbox"/> Mr Nick Smith	Mr System Administrator	East St Kilda	14/6/16 1:59pm
<input checked="" type="checkbox"/> Mrs Maggie Peggy Carlson	Mr System Administrator	East St Kilda Cons	1/10/19 3:19pm

Are you sure you want to delete the selected services? This cannot be undone.

Ok Cancel

How to Delete All Events

1. Navigate to Events.
2. Click **Bulk Delete**.
 - a. A list of events appears.
3. Click the **Select All** checkbox. All events will be selected

4. Click **Delete Selected**.

a. A deletion confirmation window appears.

b. **Note:** Pressing the Delete Selected button deletes the selected services, and for events that have no remaining services, marks them as deleted.

5. Click **Ok**.

