Events - Bulk Delete

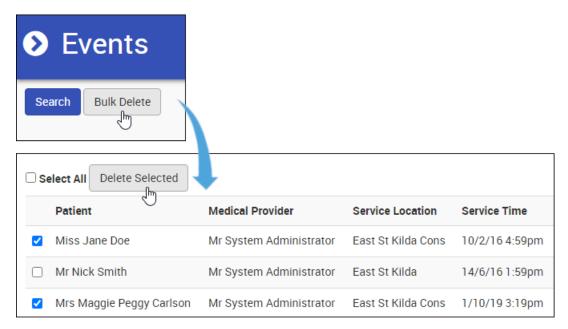
Last Modified on 19/03/2021 1:47 pm ACDT

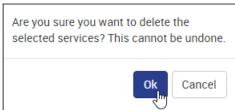
Bulk Delete Events (v.6.69 Feature)

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.





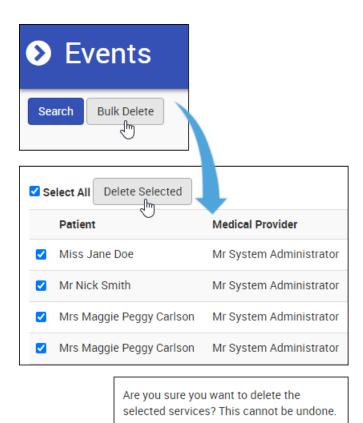
How to Delete All Events

- 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.



Ok

Cancel