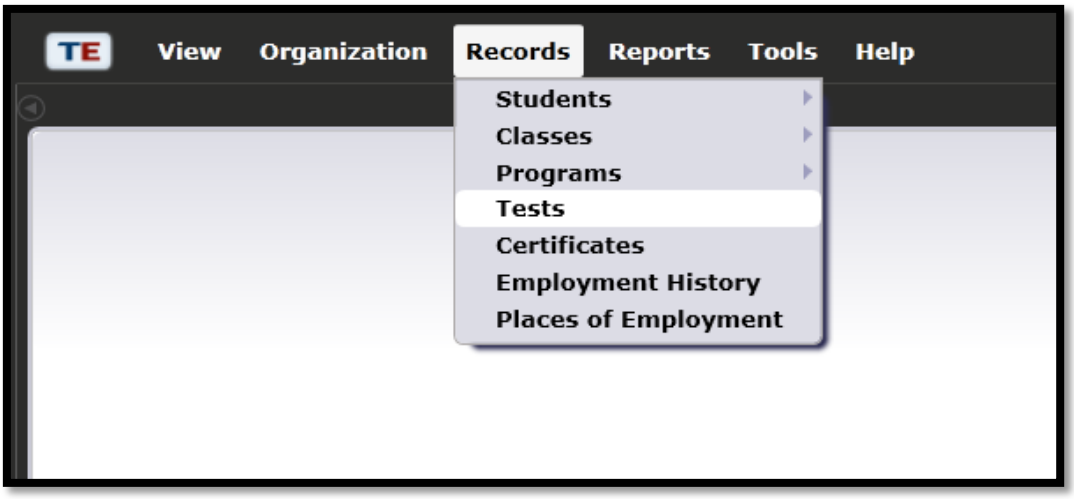
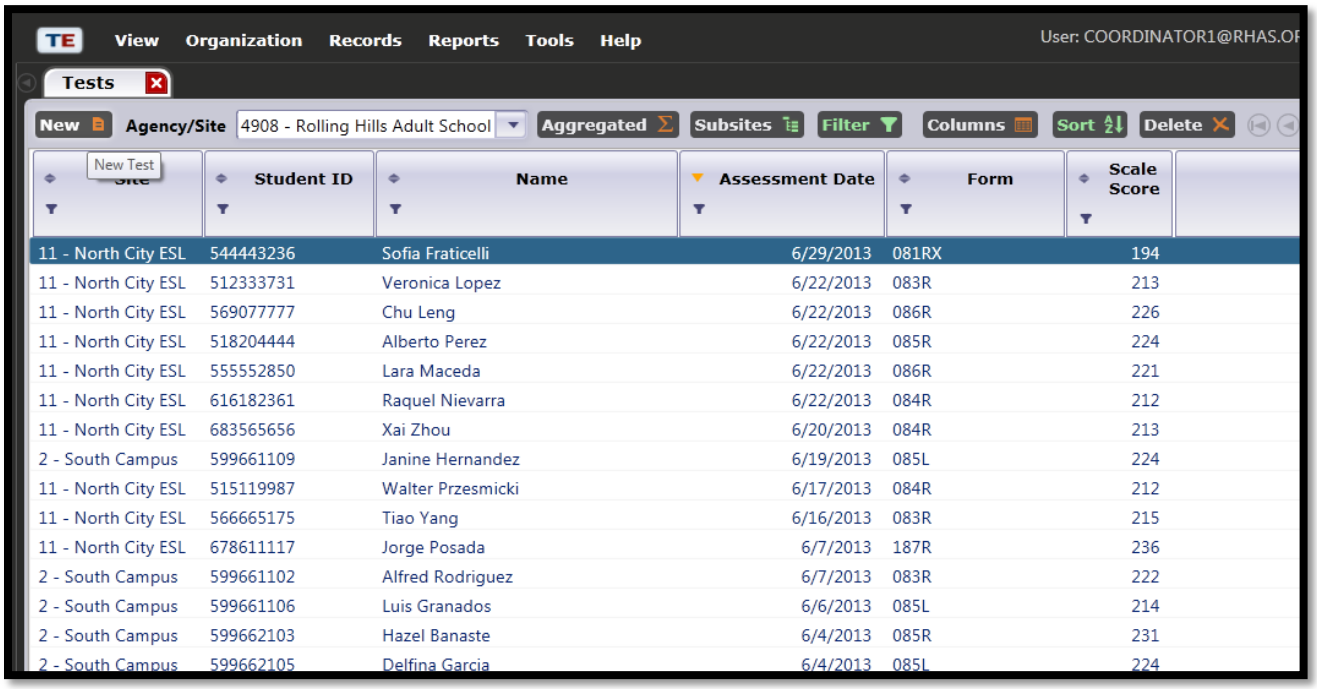
Using Batch Delete in the Test Lister

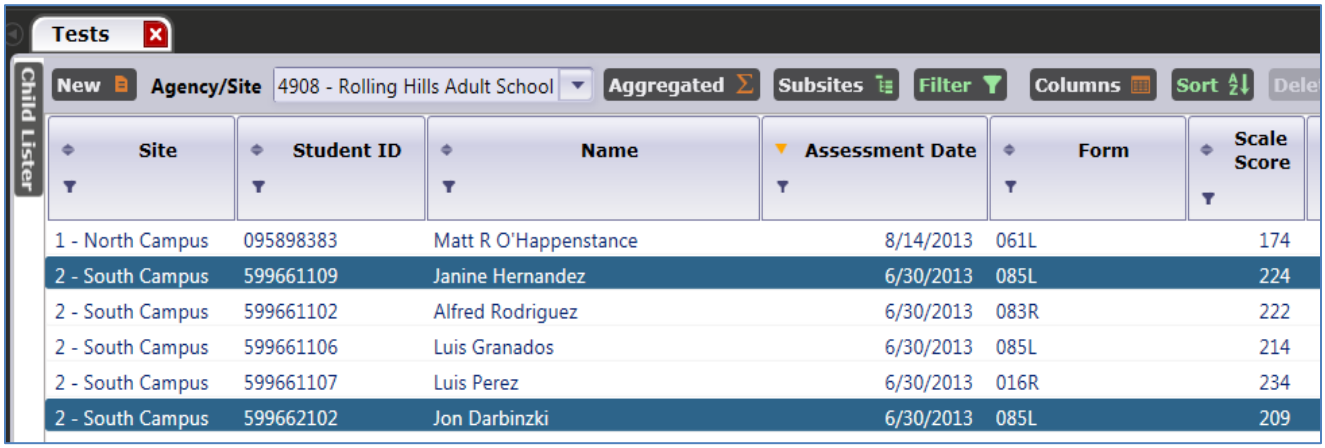
1. On the **Records** menu, select **Tests.**



2. This will open the Test Lister.



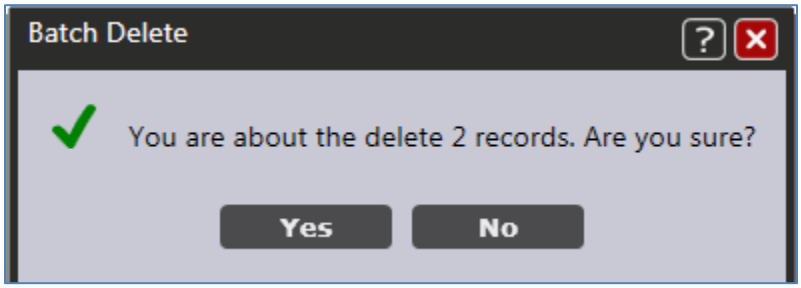
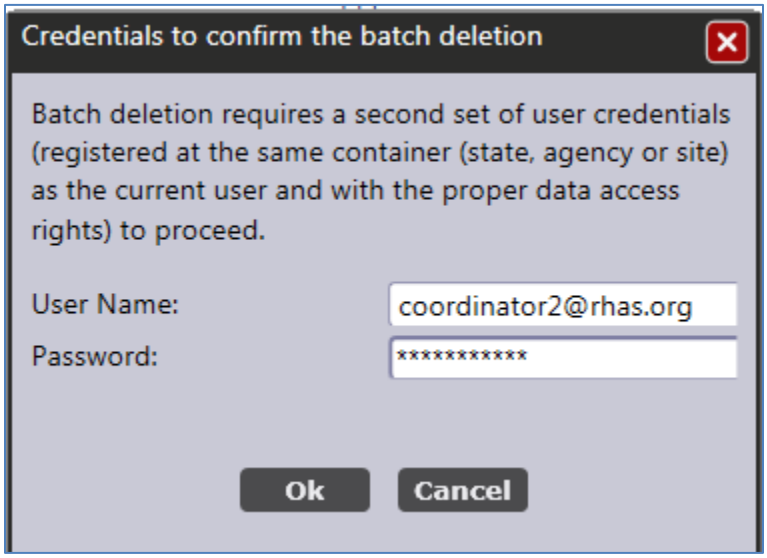
3. In the Test Lister, highlight specific test records using the Shift key or the Ctrl key to select records for deletion.



4. Note how this action now populates the **Batch Delete** button at the top of the lister.

5. Once you select the correct records for deletion, click **Batch Delete**.

6. When prompted, click **Yes**.



7. Have another user at your agency type in credentials to delete the selected records.