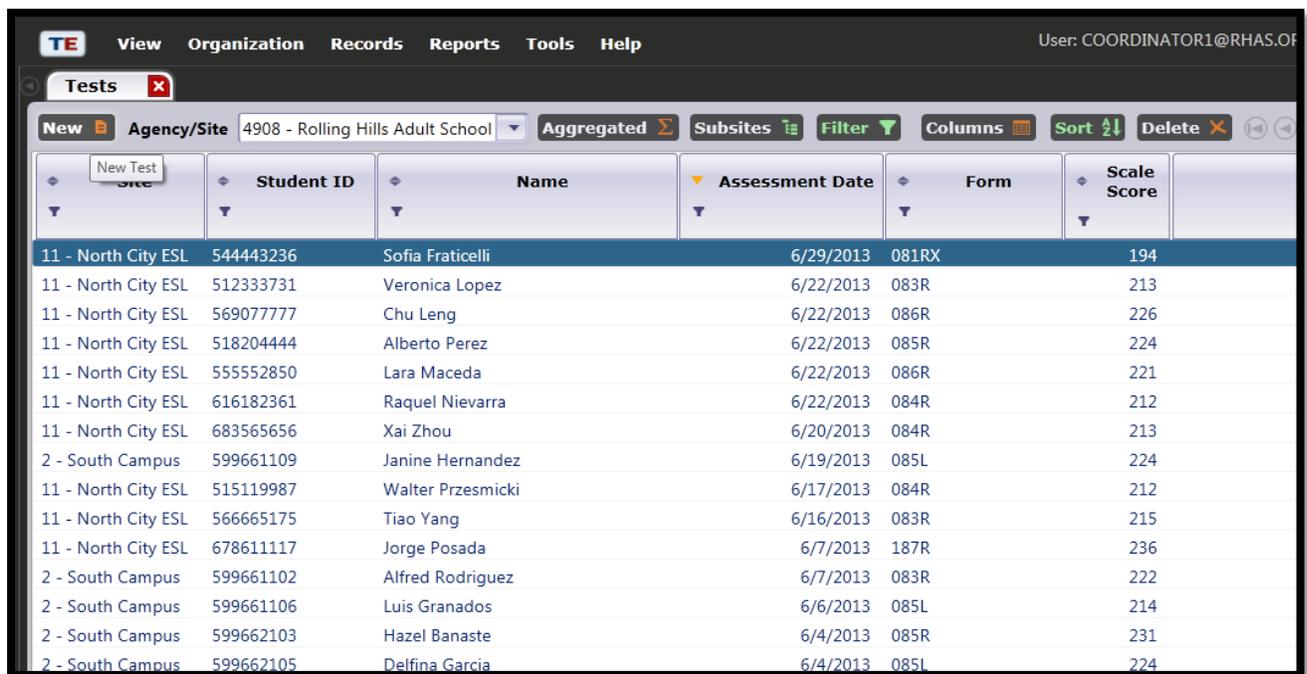


# Using Batch Delete in the Test Lister

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



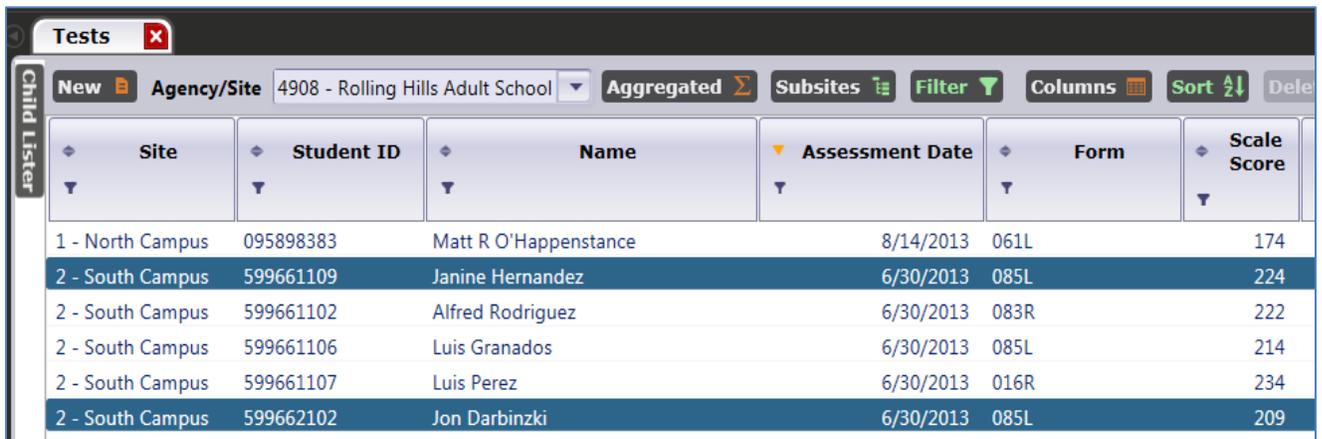
2. This will open the Test Lister.



The screenshot shows the 'Tests' lister interface in the TE application. The user is logged in as 'COORDINATOR1@RHAS.OF'. The interface includes a search bar for 'Agency/Site' (4908 - Rolling Hills Adult School) and various filters like 'Aggregated', 'Subsites', 'Filter', 'Columns', 'Sort', and 'Delete'. The table below displays the test results for various students.

	Student ID	Name	Assessment Date	Form	Scale Score
11 - North City ESL	544443236	Sofia Fraticelli	6/29/2013	081RX	194
11 - North City ESL	512333731	Veronica Lopez	6/22/2013	083R	213
11 - North City ESL	569077777	Chu Leng	6/22/2013	086R	226
11 - North City ESL	518204444	Alberto Perez	6/22/2013	085R	224
11 - North City ESL	555552850	Lara Maceda	6/22/2013	086R	221
11 - North City ESL	616182361	Raquel Nievarra	6/22/2013	084R	212
11 - North City ESL	683565656	Xai Zhou	6/20/2013	084R	213
2 - South Campus	599661109	Janine Hernandez	6/19/2013	085L	224
11 - North City ESL	515119987	Walter Przesmicki	6/17/2013	084R	212
11 - North City ESL	566665175	Tiao Yang	6/16/2013	083R	215
11 - North City ESL	678611117	Jorge Posada	6/7/2013	187R	236
2 - South Campus	599661102	Alfred Rodriguez	6/7/2013	083R	222
2 - South Campus	599661106	Luis Granados	6/6/2013	085L	214
2 - South Campus	599662103	Hazel Banaste	6/4/2013	085R	231
2 - South Campus	599662105	Delfina Garcia	6/4/2013	085L	224

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

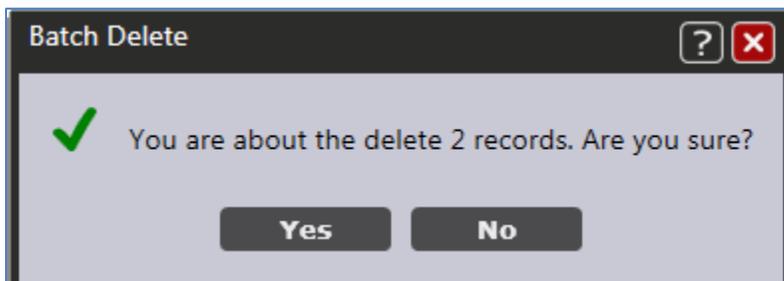


Site	Student ID	Name	Assessment Date	Form	Scale Score
1 - North Campus	095898383	Matt R O'Happenstance	8/14/2013	061L	174
2 - South Campus	599661109	Janine Hernandez	6/30/2013	085L	224
2 - South Campus	599661102	Alfred Rodriguez	6/30/2013	083R	222
2 - South Campus	599661106	Luis Granados	6/30/2013	085L	214
2 - South Campus	599661107	Luis Perez	6/30/2013	016R	234
2 - South Campus	599662102	Jon Darbinzki	6/30/2013	085L	209

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.

