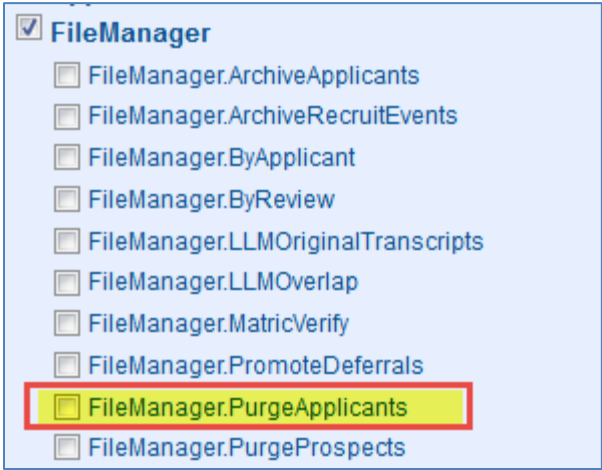


Purge Applicant Data

Please Note: When purging applicant data, the selected information about the applicant is completely removed from ACES².

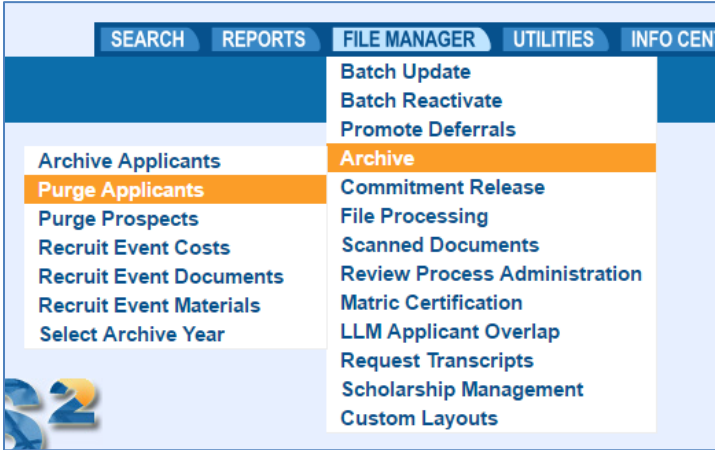
Schools have the ability to permanently delete either individual data elements of a record or the entire applicant record.

ACES² administrators can limit privileges for permission to use this feature in **UTILITIES/User**.



To purge applicant data, take the following steps:

1. Move the cursor over the **FILE MANAGER** tab. From the menu, select **Archive** and then **Purge Applicants**.



- 2. Enter any of the following search criteria:
 - Date Record Created
 - Term
 - Year
 - Application
 - Record creation date range
 - Application
 - Archive Year
 - Applicant Type
 - Degree Applied
 - Current Status
 - Decision Status
- 3. Click the **Search** button to begin the search, or click the **Clear** button to clear the search criteria fields.

Purge Applicant

Date Record Created: [dropdown]
Program Year: [dropdown]
Program Term: [dropdown]
Year/Term/Application Type: [text area]

To: [dropdown]
Archive Year: [dropdown]
Applicant Type: [dropdown]
Degree Applied: [dropdown with JD, LLM options]

Current Status: [dropdown]
Decision Status: [dropdown]

[Search] [Clear]

- 4. When the search is complete, applicants who match your search criteria are displayed in the search results grid

Purge Applicant

Date Record Created: [dropdown]
Program Year: [dropdown with 2017 selected]
Program Term: [dropdown]
Year/Term/Application Type: [text area]

To: [dropdown]
Archive Year: [dropdown]
Applicant Type: [dropdown]
Degree Applied: [dropdown with JD, LLM options]

Current Status: [dropdown]
Decision Status: [dropdown]

[Search] [Clear]

Search Results

	Name	Acct No.	Applicant Type	Year	Term	Degree	Created Date	Current Status	Decision Status
<input type="checkbox"/>	Doe, Jane		1st Time	2017	Fall		07/07/2016	Incomplete	
<input type="checkbox"/>	Doe, John		1st Time	2017	Fall		07/07/2016	Incomplete	

5. Either select **Check All** to select all applicants listed or select individual applicants to purge.

Purge Applicant

Date Record Created: To: Current Status:

Program Year: Archive Year: Decision Status:

Program Term: Applicant Type:

Year/Term/Application Type: Degree Applied:

Search Results

<input type="checkbox"/>	Name	Acct No.	Applicant Type	Year	Term	Degree	Created Date	Current Status	Decision Status
<input checked="" type="checkbox"/>	Doe, Jane		1st Time	2017	Fall		07/07/2016	Incomplete	
<input type="checkbox"/>	Doe, John		1st Time	2017	Fall		07/07/2016	Incomplete	

6. To purge entire applicant record:
a. Click **Purge Entire Applicant Record**

2 records found matching criteria Purge Entire Applicant Record Purge Portions of the Applicant Record

7. To purge specific data from an applicant record
a. Click **Purge Portions of an Applicant Record**

A new window opens below, displaying individual data selections.

b. Select any specific elements to purge.

2 records found matching criteria Purge Entire Applicant Record Purge Portions of the Applicant Record

Data Elements to Purge

Purge All Documents Select the documents you wish to purge. If no sub-documents are selected, the entire set will be purged.

School Documents Eapp Documents CAS Documents

Applicant Elements to Purge

All Contact Log Data All Special Interest Data
 All Financial Aid Data Notes
 All Mailing Data SSN/SIN
 All Scholarship Data

Evaluation Elements to Purge

Purge All Evaluation Data

Reviewer Notes Score
 Recommendation Scholarship

User Defined Evaluation Elements

PS Reviewer Eval UDF 5
 Reviewer Eval UDF 1 Reviewer Eval UDF 6
 Reviewer Eval UDF 3 Reviewer Eval UDF 7
 Reviewer Eval UDF 4 Reviewer Eval UDF 8

The following options are available before purging.

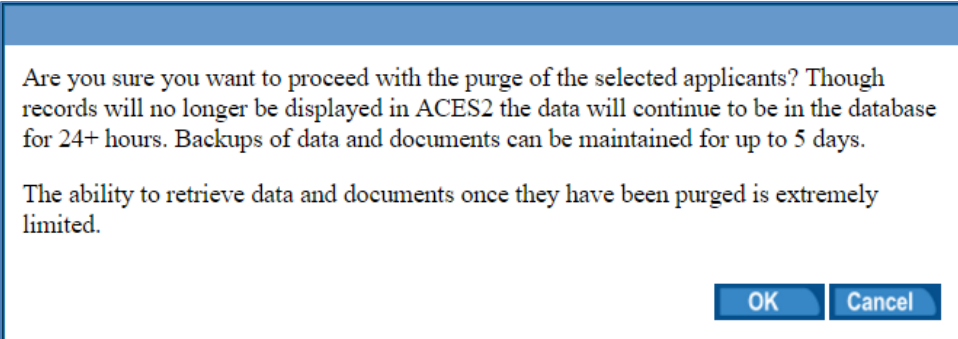
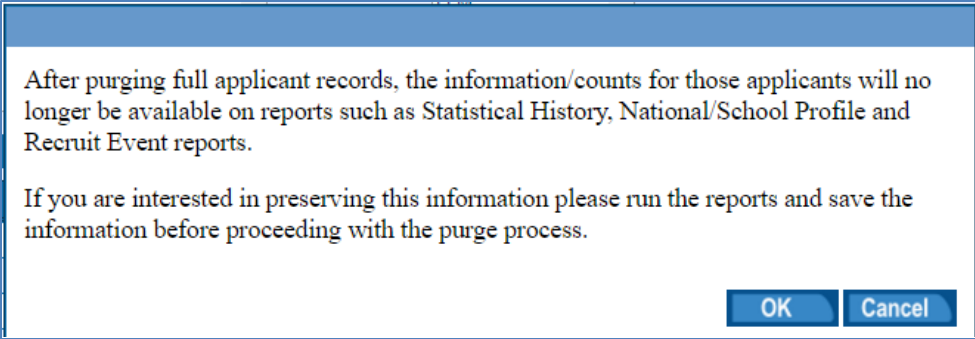
- Show Summary- View/Print a summary of your archive criteria that includes the date archived, school ID, and number of applicants archived.
- Export- Save the list of applicants as an excel file.



8. Click **Purge**



9. The following messages will appear. Click **OK** to purge



10. A confirmation message is displayed.

To: Current Status:

Archive Year: Decision Status:

Applicant Type:

Degree Applied:

JD
LLM

Purge Complete. 1 applicant(s)
have had their selected data purged.

Year	Term	Degree	Created Date	Current Status	Decision Status
2017	Fall		07/07/2016	Incomplete	
2017	Fall		07/07/2016	Incomplete	