

# Deleting Patrons

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A couple of weeks after school starts you will want to remove students that have either graduated or left your school.

1. Go to **Back Office**
2. **Update Patrons**
3. Go to **Delete** (at the top)
4. Delete: **Patrons**
5. Based on: **Global Criteria**
6. You will need to decide whether or not you want to *Allow patrons to be deleted even if they have outstanding transactions*. Students that are still in Granite will have been moved to their new schools with their fines. Other students will have either graduated or moved.
7. Delete by Graduation Year
8. Patron Type: Student
9. You can *Preview* this or just *Delete All*. This process will remove Patrons that are no longer at your school.

When the delete process ends you can go to Job Manager to view the report.



How do I... ?

Update **Delete** Merge Duplicates Move Fields Excuse Fines

### Delete Patron Information...



Delete Patrons

Based on Global criteria

Allow patrons to be deleted even if they have outstanding transactions

For every patron... Whose Graduation Year is 2013 ...and Patron Type is Student

**This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 9/4/2013 11:09 PM server time.**

 Preview  Delete All