



Can I mass delete information that is filled in under a Family's or Student's User-defined fields?

Yes, you can mass delete all answers in User-defined fields from the *All Families* menu. From the *Families (menu) > All Families* select multiple families in the 1st column you wish to update or leave the 1st column unchecked to select all the families. Click *More (Mass Actions button)*  and select *Clear UDF Answers*.

You can mass delete the User-defined fields for ALL students at once from *All Students*. Go to *Students (menu) > All Students* leave the check box blank in the 1st column to select all students. Click the *More (Mass Actions button)*  and select *Clear UDF Answers*.

User Permissions

The User ID must have the permission under Families to process a mass delete: *Clear Family User Defined Fields* and *Family/Student Fixed Fees and Discounts*.
