

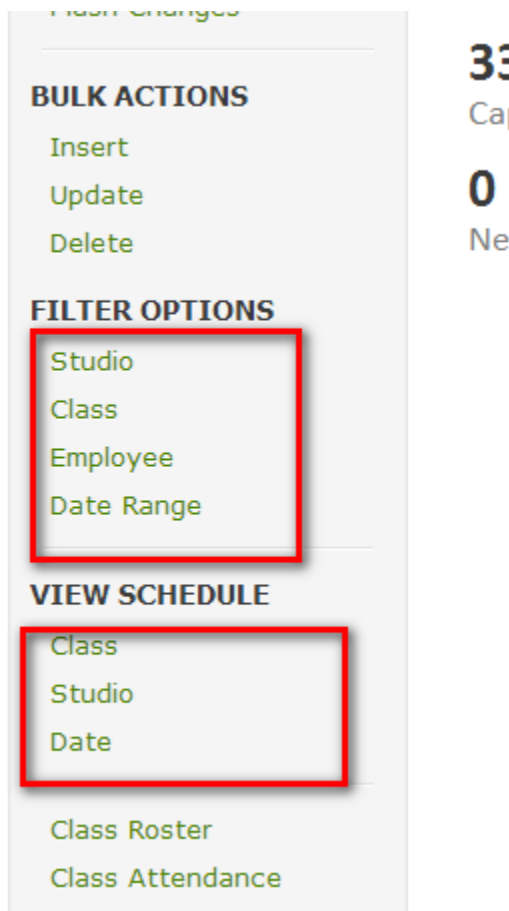
BULK ACTION - DELETE

Bulk Action DELETE is a feature where we can delete multiple sessions in a single step. Let us consider a situation for BULK ACTION DELETE.

Suppose we need to cancel all the classes for tomorrow, because of worst weather report. We can do this easily through BULK DELETE option.

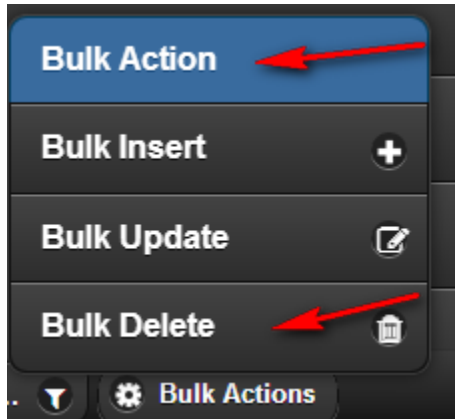
Steps are as follows:-

1. Go the scheduler tab.
2. Let us go to the scheduler view page by clicking any option under VIEW SCHEDULE category or any option under FILTER OPTIONS.



3. The scheduler view shows with all the classes for today.

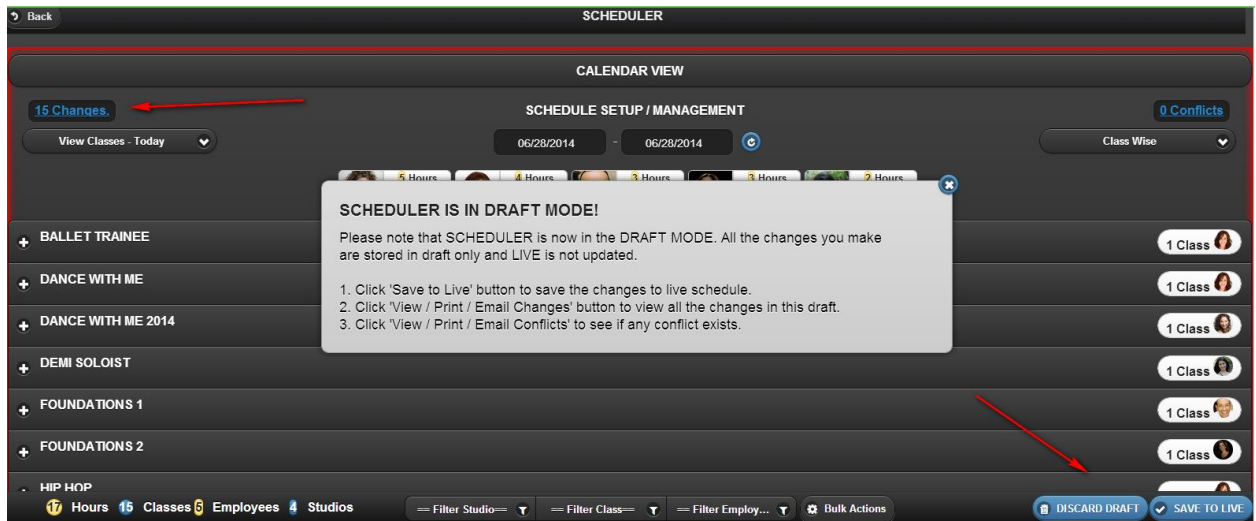
- Next, let us do the BULK DELETE. Click on the BULK ACTIONS button and further click on BULK DELETE option.



- On clicking Bulk DELETE it will confirm once again.



- Clicking on YES will delete the classes for today, however we have still an option to UNDO as scheduler is now in draft mode indicated by the red outline.



- The draft mode view also displays the number of changes in a hyper link in the top left. Clicking on that, we can see which the changes are. Here you can see all the schedules crossed indicating deletion. There is PRINT & EMAIL option as well where we can take printout or email to the logged in employee.

DRAFT CHANGES

Following are the changes detected in the system in draft mode

[Print](#) [Email](#)

Date	Studio	Start Time	End Time	Class	Employee 1	Employee 2
06/28/2014	DNA	8:00 AM	9:00 AM	DANCE WITH ME	Ephrat Asherie	
06/28/2014	LOTUS	8:00 AM	9:00 AM	DEMI SOLOIST	Jon Manine	
06/28/2014	PEARL	8:00 AM	9:00 AM	VACATION CLASS	Michael Fielder	
06/28/2014	RUBY	8:00 AM	10:00 AM	PRE-BALLET 1	Sabrina Jaafar Molton	
06/28/2014	DNA	11:00 AM	12:00 PM	PRE-BALLET 2	Sabrina Jaafar Molton	
06/28/2014	LOTUS	11:00 AM	12:00 PM	FOUNDATIONS 1	Michael Fielder	
06/28/2014	PEARL	11:00 AM	12:00 PM	FOUNDATIONS 2	Jo Mates	
06/28/2014	RUBY	11:00 AM	12:00 PM	HIP HOP	Ephrat Asherie	
06/28/2014	DNA	2:00 PM	3:00 PM	Level 1A and 1B	Ephrat Asherie	
06/28/2014	LOTUS	2:00 PM	3:00 PM	Level 2A and 2B	Jon Manine	
06/28/2014	PEARL	2:00 PM	3:00 PM	LEVEL 3	Michael Fielder	
06/28/2014	RUBY	2:00 PM	3:00 PM	LEVEL 4	Sabrina Jaafar Molton	
06/28/2014	DNA	4:00 PM	5:00 PM	BALLET TRAINEE	Ephrat Asherie	
06/28/2014	LOTUS	4:00 PM	6:00 PM	JAZZ TRAINEE	Jo Mates	
06/28/2014	PEARL	4:00 PM	5:00 PM	DANCE WITH ME 2014	Sabrina Jaafar Molton	

8. We can **either discard the draft or save the changes** by clicking 'SAVE TO LIVE' button.

This way, with few steps we are able to do the BULK deletion of classes.