

## PURGE TRAINING COMPLETIONS

The Purge process will be used exclusively by the **TRAINING OFFICE** personnel to delete training history data for separated/inactive individuals.

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/27      PURGE (DELETE) TRAINING COMPLETION RECORDS      UPET58
TIME: 07:34        DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974      V=01

                SSN:
                ACTIVITY:
                ORGANIZATION:

DO YOU WANT A REPORT OF THE DELETED COMPLETIONS (Y/N)? N

                DEPRESS NXT FORM (F2) TO PROCESS PURGE
                OR PREV FORM (F1) TO EXIT WITHOUT PERFORMING PURGE

Enter SSN for which deletion of completions is requested. (F5 for Help)
F1-Prv Form  F2-Nxt Form  F3-Prv Rec  F4-Nxt Rec  F5-Fld Help  F10-More Key
TT 07:36:02

```

This screen can be accessed by selecting option 14 - **PURGE TRAINING COMPLETIONS** from the **TRAINING OFFICE MENU**.

This process is used to delete training history data for separated/inactive individuals.

- a. If an SSN is input, the system will delete all of the completions stored in the system for the specified individual. If you want to delete only the course completions stored in the system while the individual was employed under a specific employing activity and/or organization, you must enter the desired codes in the appropriate fields.
- b. If SSN is blank, the Employing Activity code must be input. If the Employing Activity Code is entered, this process will delete all training history for

separated/inactive individuals who completed courses while employed within the input Employing Activity Code.

- c. If the Organization Code is input (Employing Activity Code must also be input), this process will delete all training history for separated/inactive individuals who completed courses while employed within the input Employing Activity/Organization.
- d. To create a report of the deleted completions, enter a Y in the Do you want a report of the deleted completions (Y/N)? field. If N is entered in this field, the completions will be deleted and a report will not be created.
- e. Depress Next Form (F2) to process the purge.
- f. Answer Yes to the question: Do you wish to proceed with the purge? Yes/No. If you want to exit without performing the purge, depress Previous Form (F1) to return to the Training Office Menu.

### **DELETED TRAINING COMPLETIONS REPORT (UPET58)**

This report lists all of the completions that were deleted for the input ssn, Employing Activity or Employing Activity/Organization.

- a. Frequency: This report is produced when a Y is entered in the Do you want a report of the deleted completions (Y/N)? field. If N is input, the report will be suppressed.
- b. Sequence: This report is sorted by Employing Activity, Organization and SSN.
- c. Use: This report is used to keep track of all deleted completions for inactive/separated employees.
- d. The Training Office will produce and distribute this report as needed.