Texas Education Agency

TSDS DELETE UTILITY

User Guide

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Introduction

The Delete Utility User Guide is designed for users who are data loaders for the Texas Student Data System (TSDS) applications. It allows data loaders to delete specific types of data from TSDS data collections except for PEIMS.

The data that can be deleted using the data utility is listed in the description of each type of delete.

Purpose

The guide explains how to delete data of specific types from a specified collection.
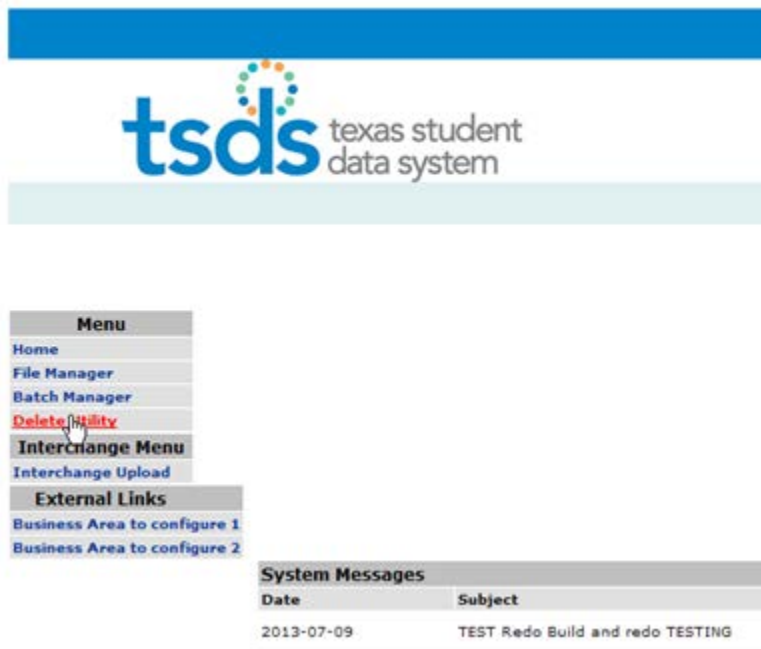
User Roles

Users with the ODS Data Loader role in the Texas Education Agency Login (TEAL) security application can use the delete utility to delete data.

Accessing the Delete Utility

1. Log in through TEAL to TSDS. If you do not have a TEAL login, you will need to request one. See the *TEAL Access for TSDS Users* guide for more information.

2. Click **Texas Student Data System Portal** link in TEAL to access the TSDS Portal.

3. Click the **Manage Data Loads** icon.
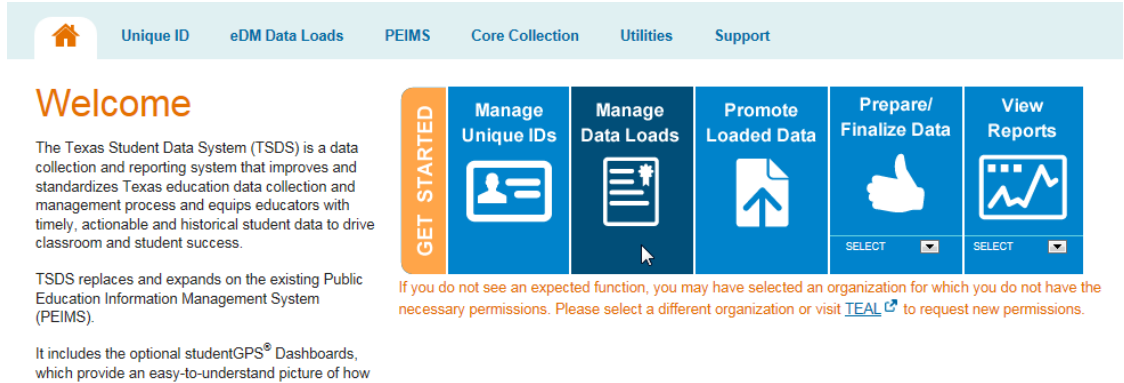
4. On the menu on the left, click **Delete Utility.**

Viewing Delete Jobs

When you first open the Delete Utility, you see the **My Deletes** page:

This view shows the following information about the list of deletes:

- **Login Id:** the ID of the person who executed the delete job

- **Delete Name:** the name given to the delete job

- **Rows Deleted:** the number of rows deleted

- **Date Executed:** the date the data was deleted

- **Audit Params:** the parameters chosen for the delete job

- **Comments:** any comments

- **Status:** the status of the deletion as follows:

    o **Success:** data deletion successful

    o **Failure:** error during deletion

    o **Pending:** delete in the queue

- **Action:** icon for downloading the data in table format

Requesting a New Delete Job

Follow these steps to create a new delete request:

1. Click **New Delete Request** on the side menu.

    The **New Delete Request** page shows all of the available data collections.

Menu	New Delete Request
My Deletes	⊕ 2016 FALL1 - Data Collection
New Delete Request	
	⊕ 2016 FALL2 - Data Collection
	⊕ 2016 FALL3 - Data Collection
	⊕ 2016 MDYR1 - Data Collection
	⊕ 2016 MDYR2 - Data Collection
	⊕ 2016 MDYR3 - Data Collection
	⊕ 2016 SUMR1 - Data Collection
	⊕ 2016 SUMR2 - Data Collection
	⊕ 2016 SUMR3 - Data Collection
	⊕ 2016 TSDS - Data Collection

2. Click the plus sign next to a data collection to view the delete options:

3. Click the blue arrow for the appropriate option. The parameters you can select depend upon the collection type. The following example is for a student record. The **District Code** field is not editable. You can see that the delete job lists the tables that will be affected.

4. Type or select any parameters for that deletion type.

5. Type comments describing what you are deleting. The comments will be used to provide keywords for the search mechanism.

6. Click **Preview Data.**

The preview shows the number of records to be deleted and previews the first ten records, in the following panes:

- **Description:** the tables from which data will be deleted and the parameters for the deletion

- **Delete Summary:** the tables affected and the number of rows to be deleted from each table

- **Table:** for each table affected, information about the delete job and a preview of the first ten records to be deleted

  If you wish to view the complete list of files to be deleted from each table, click the Excel icon at the top of the table. This downloads the file of rows to be deleted.

6. Once you have reviewed this information to be sure you are deleting the right information, Click the **Confirm Delete** button to request the job or **Cancel** to cancel the request.

7. Click **OK** to confirm the deletion.

8. Return to the Home page by clicking **My Deletes.** The delete job appears with a status of **Pending.** Depending upon the volume of activity, it could take as many as 10 minutes to execute the request.

Downloading the Deleted Data

If you wish to download the deleted data in table format, do the following:

1. Click the arrow icon next to the delete job.

2. Data from each table in the delete is downloaded into a file and the entire delete combined in a zip file. Select **Open** to open the zip file or **Save** to save it.

Quitting the Delete Utility

Click **Sign Out** next to your name to quit the delete utility. Close the browser to close it.