

The Circulation Manager handles this report.

Deleting old fee payment logs through tableed

You need to delete entries from two different views. The column that joins the two tables is the fee_payment#, so you'll be using that number to determine the ones to be deleted.

You MUST delete from the Fee_payment_detail table before you delete from the Fee_payment table. However, in order to see which entries to delete from table 1, you need to open table 2 first. You'll see what I mean below.

- 1) Open tableed
- 2) Open the "Fee_payment_update(SECOND)" table.
- 3) A search window will pop up with the date search defaulted. Enter "<" and a date. For instance, enter "<09/02/03" to retrieve entries before Sept.1, 2003. Click OK.
- 4) When the results display, click the Sort button.
- 5) Sort by fee_payment# and click descending sort.
- 6) Write down the fee payment number on line 1. Note – ensure that the date is correct!
- 7) Keep that window open.

- 8) Do a File -> Open view and open the "Fee_payment_detail_update (FIRST)" table.
- 9) A search window will pop up with Fee Payment# highlighted. Enter "<=xxx" where xxx is the number you wrote down in step 6.
- 10) When the results display, click the Sort button.
- 11) Sort by fee_payment# and click descending sort.
(note that the number of rows in the two tables will not be the same – there will be more rows in this table).

Check both windows. Are the lowest Fee Payment#'s the same? Are the highest Fee Payment#'s the same? If so, proceed.

- 12) Highlight the rows you want to delete from Fee_payment_detail_update(Delete FIRST). The easiest way to do this is Edit > select all.
- 13) Click File -> Delete and click OK when prompted

- 14) Switch to the Fee_payment_update(Delete SECOND) window.
- 15) Highlight the rows you want to delete.
- 16) Click File -> Delete and click OK when prompted.

In order not to flood your temp database, you should do no more than a few thousand at a time. The first time you do this it may take a while, but if you do this procedure regularly after the first time – say every month or two - it shouldn't take very long.