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F. How to Delete an Equivalency

This function may be used to remove an equivalency from the TIS data base. Its primary use is to eliminate an equivalency record which has major errors, usually prior to reading the correct equivalency. Deletions may only be done to equivalencies for your institution (i.e. where your institution is the To Institution).

The following steps are recommended to delete an equivalency record:

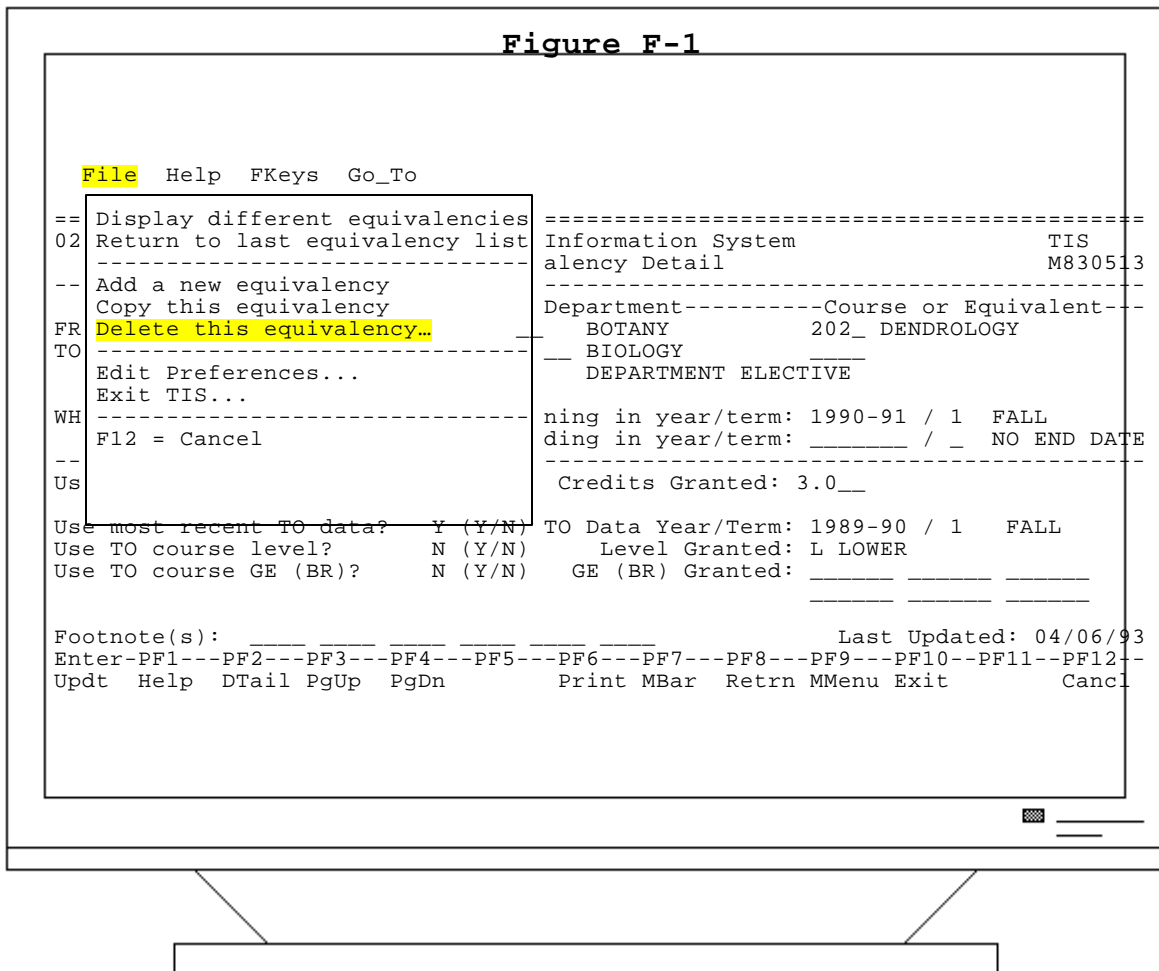
1. Select Option 1 "Course Equivalencies" from the Maintenance Menu. (Refer to "How to Use the Maintenance Menu" [Sect. A] for help.)
2. Use the "Find Which Equivalencies" screen and/or the "Equivalency List" screen to retrieve the equivalency you want to delete. (Refer to "How to Search for Equivalencies" [Sect. C] for help in retrieving equivalencies.)
3. You must be on the "Equivalency Detail" screen before you can select the delete option.
4. Select the "Delete this equivalency" option from the File Menu (Figure F-1).
5. In the confirmation box, change the "N" to "Y" to confirm the deletion (Figure F-2).
6. The message "The database has been updated" at the bottom of the screen indicates that the deletion is complete (Figure F-3).

* Use the Menubar function key (F7) or the arrow keys to move the cursor to the "File" menu item at the top of the screen and press ENTER; then move the cursor to the "Delete this equivalency" item on the list and press ENTER again.

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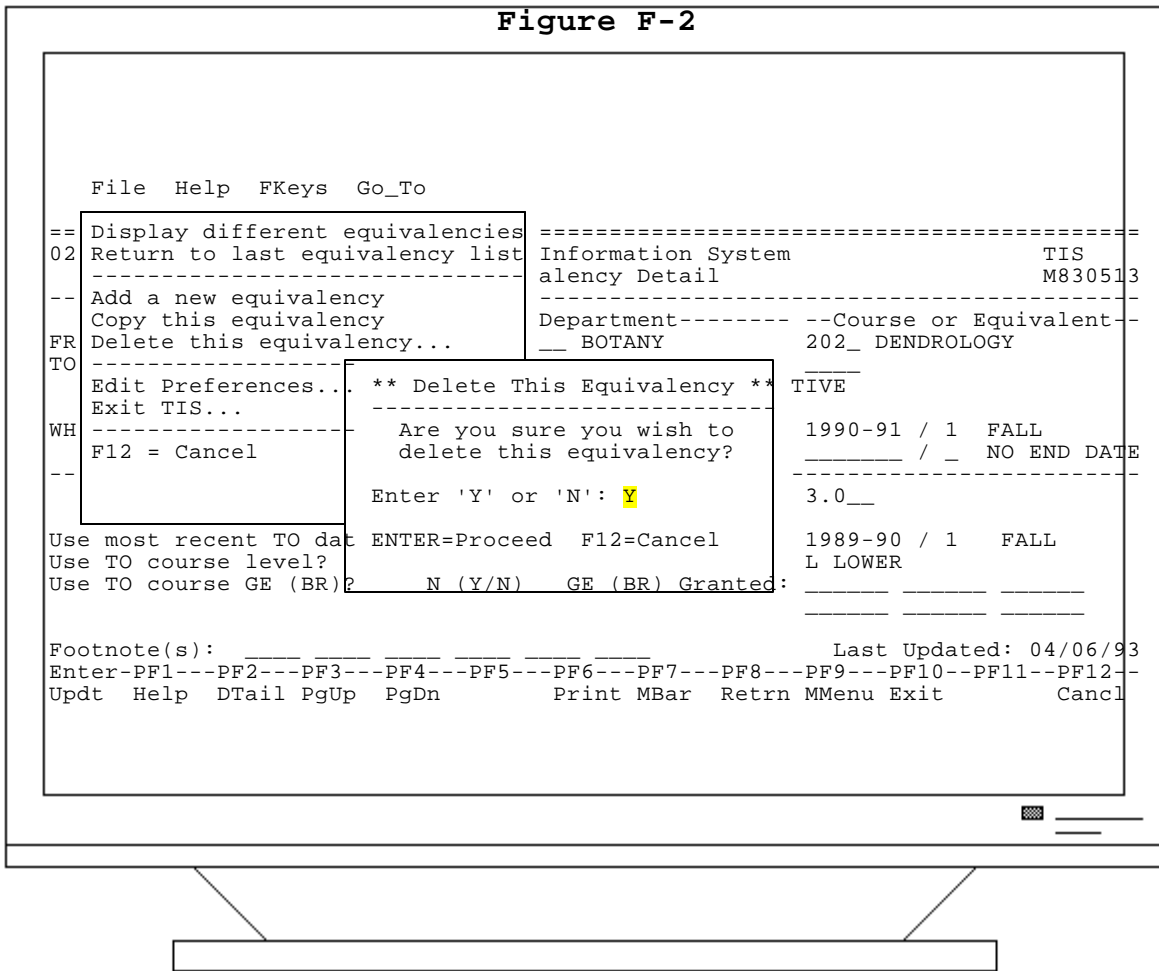
FIGURES F-1 THROUGH F-3 SHOW HOW TO DELETE AN EQUIVALENCY AT UW-GREEN BAY FOR UW COLLEGES COURSE - BOT 202:

Figure F-1 shows how to select the "Delete this equivalency" option from the File Menu.



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Figure F-2 shows the confirmation box with a "Y" entered to delete this equivalency.



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Figure F-3 shows that UW Colleges course BOT 202 has been deleted. (Note: The screen will not clear itself though the course has been deleted from the data base.)

Figure F-3

