



WISEstaff

Using the Delete All Buttons



January 2016



This 45 second video will walk you through the process of using the delete all button in WISEstaff.

Manage Staff Data

Manage Staff Data

[Staff](#) / Manage Staff Data

Current WISE Staff Data

Delete Staff Contracts

Delete Staff Contracts & Assignments



Use the **Manage Staff Data** link under the reports/validations menu.

This area contains a number of high level agency admin functions. Including:
Delete Staff Contracts & Delete Staff Contracts & Assignments.

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Staff / Manage Staff Data

Current WISE Staff Data

Delete Staff Contracts

Delete Staff Contracts & Assignments



The **Delete Staff Contracts** button will delete *all* of the hiring agency staff contracts for the current year.

Manage Staff Data

Manage Staff Data

Staff / Manage Staff Data

Current WISE Staff Data

Delete Staff Contracts

Delete Staff Contracts & Assignments



The **Delete Staff Contracts & Assignments** button will delete *all* of the hiring agencies contracts and assignments for the current year.

It is usually best practice to delete all and then re-upload files from their “originals” so both systems match. Usually they can either delete the assignment file and re-upload or just the contract file and re-upload, but if there are different persons in each of those files they would get errors.



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Thank you for watching this video on using the delete all button in WISEstaff.