Deleting Permission Numbers

Trigger:

Concept

There may be occasions when permission numbers need to be deleted to prevent them from being used by a student to enroll in the class. Only unused permission numbers may be deleted.

Field(s) | Comments
--- | ---

Output - Results | Comments
--- | ---

Additional Information
Procedure

This topic will demonstrate how to delete unused permission numbers.

1.) Generate Class Permissions
Define general class permission numbers for an entire term and subject area.

Home>Records and Enrollment>Term Processing>Class Permissions>Generate Class Permissions

2.) Class Permission Numbers
Assign student permission numbers or create general permission numbers.

Home>Records and Enrollment>Term Processing>Class Permissions>Class Permission Numbers
Step | Action
--- | ---
1. | Enter the term to delete the permission numbers from into the **Term** field. Enter "3543".

**Conducting a Search**

When you open a task (using a hyperlink or page link), either an entry page will display or a search page (also referred to as **Find an Existing Value**) will appear prompting you for search keys needed to locate a record.

To find a record, or many records, search criteria must be entered, then click Search, and a Search Results page displays.

Search pages contain:
- Search keys
- Operators
- Search fields

Once you have entered in the search criteria key fields, click Search to process the search. If you wish to refresh the page (without saving), so you can enter new or different criteria, click Clear.

2. | Enter the subject area into the **Subject Area** field. Enter "CMP_SC".

3. | Enter the catalog number into the **Catalog Nbr** field. Enter "4980".

4. | Click the **Search** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5.   | Click the **Delete row 1 (Alt+8)** button.  

**You can only delete unused permissions.**
6. Click the **OK** button.

Click "Cancel" if you do not want to delete the selected row.
### Business Process Document

**myZou Enrollment: Deleting Permission Numbers**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Decision</strong>: Please make a selection from the options listed below.</td>
</tr>
</tbody>
</table>
|      | - Done Deleting Permission Numbers  
|      |     Go to step 9 on page 6  
|      | - Delete Another Permission Number  
|      |     Go to step 5 on page 4  
| 9.   | You have successfully delete unused permission numbers.  
|      | **End of Procedure.** |