

Deleting Members:

The easiest time to delete inactive members is after re-enrollment is finished, but before UTILITY | PROCESS YEAR END FILES is done.

When you process the year-end files, all New and Return members are re-classified in their status field as Inactive. When you re-enroll members, you select R for Returned, and N for New members.

Those who never re-joined 4-H were left as Inactive. Choose UTILITY|FILE UTILITIES, UTILITIES|DELETE INACTIVE MEMBERS as shown at right to remove those Inactive members from your database.

This will scan your member file, and delete all inactive members. There is no "undo" for this selection. DO NOT run this immediately after processing year-end files; all members will be Inactive, so all records will be deleted. This will be a bad thing, I'll be really sorry, and you'll be really busy.

Through the course of a year, you may have terminated a 4-H member (see status definitions). These members can be deleted from your database **after** statistical processing (because they are counted) and **before** year-end processing. To delete those members, go to UTILITY|DELETE TERMINATED MEMBERS as shown above. There is also no "undo" for this selection.

If you have other members that need deleted, find their record on the Member/Leader screen and select delete. **NOTE:** If you have member re-enroll in your program and leave anytime after re-enrolling, do not delete them, instead change their status to Terminated (see status definitions). This way the member will be counted in your statistical report, but not show up on reports. Only when members do not re-enroll at the beginning of the program year should they be deleted.

Deleting Parents:

Even though you may have deleted Inactive or Terminated members as described above, their parents will still exist in the Parent File, unless you also delete them.

Go to UTILITY|DELETE UNLINKED PARENTS as shown above. This selection will warn you that you should back up your data, but it will not give you "yes" or "no" control over each parent file. It deletes every unlinked parent record it finds, and there is no "undo" for this. It does not affect any linked records, nor any member data, so it can be done any time throughout the year. If a member has been deleted, but has a sibling still enrolled, the parents will not be deleted, as they would still be linked to the sibling.

