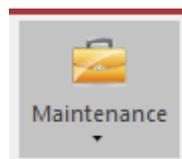# Purge (Delete) Old Court Appointments

A new feature was created to purge (delete) past court appointments. All appointments older than today's date will be deleted.   Deleting future appointments is still a manual process. Contact the TraCS Helpdesk at 608-267-2096 or email us at BadgerTraCS@dot.wi.gov for assistance.

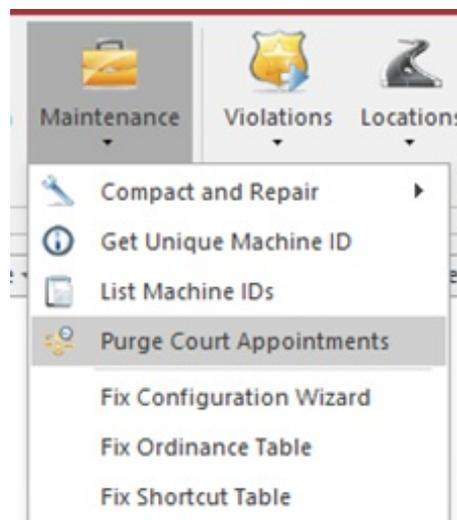How to delete past court appointments?

1.   Log into TraCS with System Administrator account access.
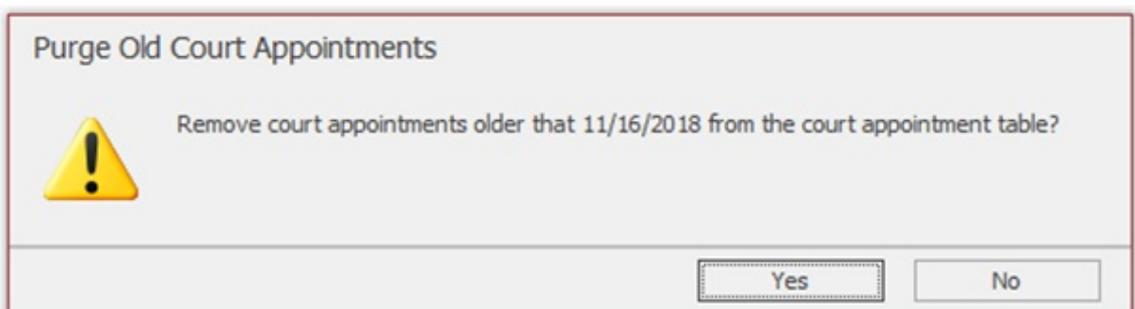
2.   Click the Tools tab

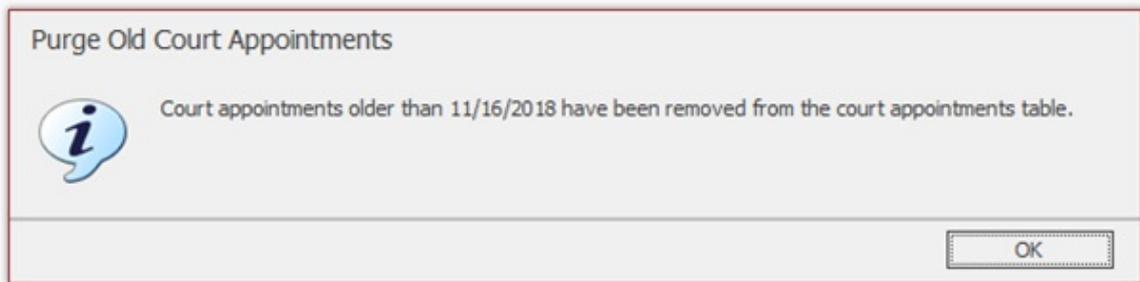3.   Click the Maintenance button

4.   Click Purge Court Appointments

5.   Click Yes button to delete past appointments

6. Click OK to confirm appointments have been deleted

Purge Old Court Appointments

Court appointments older than 11/16/2018 have been removed from the court appointments table.

OK

—DAR 11/2/18

—DAR 11/16/18