

Bulk Cancelation

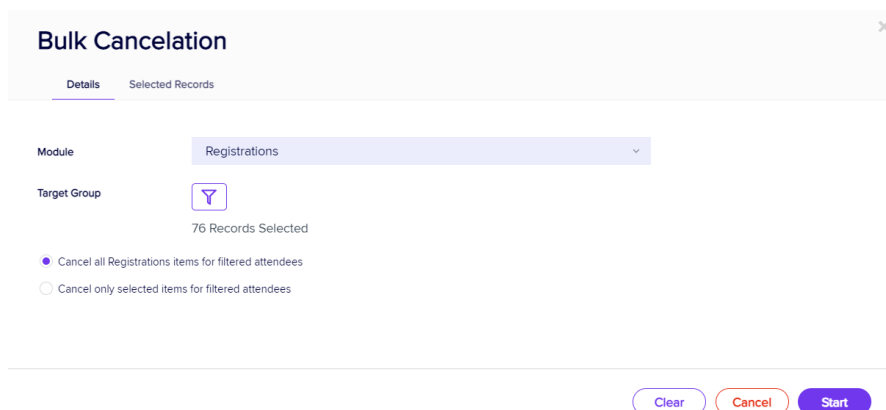
Last Modified on 11/30/2022 12:28 am EST

Bulk Cancelation lets you filter and select multiple contact records and then cancel all or part of their registration in a single operation.

- If you select All Modules, you will only be able to cancel all items in all modules.
- If you select a specific module, you will be able to either cancel all items in the module, or, if you have used the Target Group Filter, you can choose to cancel only those selected items.

If you use the Target Group Filter, those matching records will appear in the Selected Records Tab.

Tip: Even if you have no Filter, you must open the Filter screen and hit Apply (without any selections) to see all your results.



Selected Records Tab

After you search for records against a specific module, you can view a complete list of Selected Records. You are able to use all selected records (by default) or select specific records that you want to process a bulk cancelation against.

Tip: As we are selecting module records, your module selection in the Filter should match the module you have selected in the Module drop-down. For example, if you want to cancel Registration details, use a Filter selection on Registration fields.

Save as Data Snapshot Option

Selecting the **Save as Data Snapshot** option lets you save the current set of Selected Records. You can then later re-use that Snapshot in a future filter operation. For example, if you made a set of changes to a specific selection of records, you can recall that same set of records in order to send an email communication, or run a report specific to the selection.

Note: **Save As Data Snapshot** saves the results, not the selection criteria. This means that any Attendees added *after* you made this selection are NOT included, even if they match your original selection. If you want to save the *Selection Criteria* (instead of the *results*), simply use the **Save** button inside the Filter

screen, instead of the **Save As Data Snapshot** button on the Selected Records screen.
