

Deleting Demo Data

Sunday Business Systems offers full-featured demo databases that are easily downloaded from our website. These databases are identical to those purchased by our customers but contain sample data or demo data. The data serves as typical examples of how to use her databases and may provide a starting point for evaluation, training, and familiarization with the database.

Once you determine that the SBS database meets your needs, you can go back to the website and purchase a license and activate your demo download. At this point, there are two options:

- SBS offers data import services whereby we can import your baseline data into the database from Excel workbooks.
- You can delete the demo data and start from scratch.

If you choose to start from scratch, there are some simple techniques to easily delete the demo data.

To delete demo data:

View the form in datasheet view by either clicking the datasheet view button (if present)

The screenshot shows a web-based form for a Corrective Action Request (CAR). The title is "Corrective Action Request" and the CAR number is "A-00026". The subject is "Internal Audit of Purchasing 1/5/2004". The form is divided into several sections: "CAR Details", "Dates", and "Customer/Supplier". The "CAR Details" section includes fields for Criticality (Medium), Initiated By (Admin), CAR Type (Internal Audit), Site (CA), Owner (Mitchel, Joni), CAR Status (Containment Approved), Category (Purchasing), and Department (Quality). The "Dates" section includes Initiated (1/2/2017), Containment Approved (1/3/2017), CA Plan Approved, Closed, Scheduled for Review, Due Date (1/30/2017), and CAR Age (442 days). The "Customer/Supplier" section includes Customer, Supplier, NonConf. #, Tracking #, Purchase Order, Cost (\$0.00), Part Number (* 000-0135-00), Part # Revision, and Qty. A red box highlights the "Data Sheet View" button in the top right corner. Other buttons include "Save", "Add New", "CA Report", "Mail CA Rpt", "Directory", and "Report Menu".

or by right clicking on the form tab and selecting datasheet view.

The form will look more like a spreadsheet:

CAR #	Subject	Customer SCAR #	Criticality	Initiated By	CAR Type	Site	Owner
A-00026	Internal Audit of Purchasing 1/5/2004		Medium	Admin, .	Internal Audit	CA	Mitchel, Joni
CAR-00002	Part #26-2500-01 shipped with incorrect index flags		Medium	Admin, .	External	CA	Mitchel, Joni
CAR-00006	DSA performed an onsite audit of our company Quality systems as		Low	Admin, .	External	CA	Mitchel, Joni
CAR-00009	Fire extinguisher re-cert date has been exceeded		Low	Admin, .	Safety	CA	Mitchel, Joni
IA-00030	CAR generated from Audit Number: A-1004		Low	Admin, .	Internal Audit	CA	Admin, .
IA-00029	CAR generated from Audit Number: A-1000		Medium	Admin, .	Internal Audit	CA	Mitchel, Joni
CAR-00003	Part 26-2500-01 did not index correctly after Refurb		Low	Admin, .	External	CA	Jett, Jaon
CAR-00096	Inventory not stored in proper bins		Low	Admin, .	Internal	CA	Admin, .
CAR-00004	Pedestal, insufficient silicon coating after polishing		High	Admin, .	Internal	CA	Lenon, John
CAR-NC-00050	CAR Created from Nonconformance NC-00050		High	Admin, .	Internal	AZ	Jett, Jaon
CAR-00007	Employee tripped on improper extension cord		High	Admin, .	Safety	CA	Jett, Jaon
CAR-00098	Part arrived damaged from		High	Admin, .	Supplier CAR	CA	Admin, .

Next, you will highlight/select all the records in the form and press the delete button on the keyboard. To select all records in the form, click on the square in the upper left-hand corner just before the first column.

Quality Database Menu		Corrective Actions	
CAR #	Subject	Customer SCAR #	C
IA-00026	Internal Audit of Purchasing 1/5/2004		Me
CAR-00002	Part #26-2500-01 shipped with incorrect index flags		Me
CAR-00006	DSA performed an onsite audit of our company Quality systems as		Lo
CAR-00009	Fire extinguisher re-cert date has been exceeded		Lo
IA-00030	CAR generated from Audit Number: A-1004		Lo
IA-00029	CAR generated from Audit Number: A-1000		Me
CAR-00003	Part 26-2500-01 did not index correctly after Refurb		Lo
CAR-00096	Inventory not stored in proper		Lo

To select a range of data, click on the record selector of the first record, hold the shift key down, and click on the record selector of the last record. This will highlight a range of records.

Quality Database Menu		Corrective Actions						
CAR #	Subject	Customer SCAR #	Criticality	Initiated By	CAR Type	Site	C	
IA-00026	Internal Audit of Purchasing 1/5/2004		Medium	Admin, .	Internal Audit	CA	Mitch	
CAR-00002	Part #26-2500-01 shipped with incorrect index flags		Medium	Admin, .	External	CA	Mitch	
CAR-00006	DSA performed an onsite audit of our company Quality systems as		Low	Admin, .	External	CA	Mitch	
CAR-00009	Fire extinguisher re-cert date has been exceeded		Low	Admin, .	Safety	CA	Mitch	
IA-00030	CAR generated from Audit Number: A-1004		Low	Admin, .	Internal Audit	CA	Admi	
IA-00029	CAR generated from Audit Number: A-1000		Medium	Admin, .	Internal Audit	CA	Mitch	
CAR-00003	Part 26-2500-01 did not index correctly after Refurb		Low	Admin, .	External	CA	Jett, J	
CAR-00096	Inventory not stored in proper		Low	Admin, .	Internal	CA	Admi	
CAR-00000			High	Admin, .	Internal	CA	Leno	
CAR-NC-00050	CAR Created from Nonconformance NC-00050		High	Admin, .	Internal	AZ	Jett, J	
CAR-00007	Employee tripped on improper extension cord		High	Admin, .	Safety	CA	Jett, J	
CAR-00098	Part arrived damaged from Supplier 2		High	Admin, .	Supplier CAR	CA	Admi	
CAR-00005	Wrong Part delivered		Medium	Admin, .	Customer Complaint	CA	Leno	
SCAR-00063	Scratched parts (P/N 55/01523-01) delivered late		Low	Admin, .	Supplier CAR	CA	Leno	
CAR-00008	Customer reported improper packaging used		Medium	Admin, .	External	OH	Leno	
CAR-00015	CAR-2017	12345	Medium	Admin, .	Customer Complaint	AZ	Admi	
SCAR-00064	SCAR-2016		High	Admin, .	Supplier CAR	OH	Admi	



Once you have the desired data highlighted or selected, press the **Delete** key on the keyboard. You will be asked to confirm the deletion. Note that once data is deleted it is not recoverable.

This technique is a simple and fast way to delete the demo data and works on virtually all forms in the SBS product line.

For more information:

Visit our website at www.SundayBizSys.com or contact us at **Sales@SundayBizSys.com**