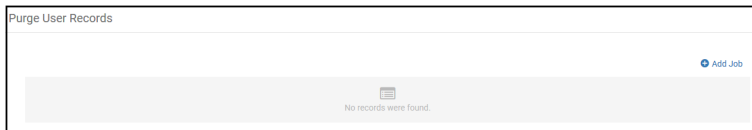


## Purging Users

You can run a job to delete users in bulk. The job removes users whose purge date has passed. Only users matching certain criteria can be deleted (see [Deleting Users](#)).

Note that you can only delete users that have a purge date indicated in their user record. You can set a purge date for a set of users in bulk using the "Update/Notify Users in Bulk" job (see [Editing/Messaging Users in Bulk](#)).

You delete users in bulk on the Purge User Records page ([Admin > User Management > Purge User Records](#)):



### To create a purge users job:

1. On the Purge User Records page, select **Add Job**. The Add Job dialog box appears.

The "Add Job" dialog box contains the following fields and controls:

- Number of Days After Purge Date:** A text input field.
- User Record Type:** A dropdown menu with "All" selected.
- User Group:** A dropdown menu.
- Waive Threshold:** A text input field.
- At the bottom right, there are three buttons: "Add", "Close", and "Add and Close".

### Add Job Dialog Box

2. Enter the required information. The following table explains the fields in this dialog box.

Add Job Fields

Field	Description
Number of Days After Purge Date	<p>A grace period to apply to a user's purge date. For example, if this job is run on December 20, 2013, and this field is set to 10, the job purges every user whose purge date is before December 10, 2013. The default is 0, which means every user whose purge date is today or earlier.</p> <p>Users with no purge date are not purged by this job.</p> <hr/> <p><b>Note</b></p> <p>It is recommended not to leave this setting at the default '0', as it can lead to the job not processing users as expected. Set the user purge date in the past, where possible, to ensure that the purge job processes the user.</p> <hr/>
User record type	Limit the job to specific record types.

Field	Description
User group	Limit the job to specific user groups.
Waive threshold	Specify the amount owed by the user (in local currency) that is ignored when purging users. If a user owes a total amount of fines/fees that is more than this value, the user is not purged. The default is 0.

3. Select one of the following:

- **Add** (and **Confirm** in the confirmation dialog box) to add the job to the job queue and add additional purge jobs.
- **Add and Close** (and **Confirm** in the confirmation dialog box) to add the job to the job queue and close the dialog box.

To monitor the job, see [Viewing Running Jobs](#) and [Viewing Completed Jobs](#).