

# Bulk Deletes

Last Modified on 09/12/2025 12:57 pm MDT

Sometimes you make a mistake, it happens to the best of us! When that mistake affects multiple records you might want an easy way to delete all those records and start fresh. Think about how one misaligned column or row on an import sheet could result in incorrect information associated with livestock, equipment, transactions, or contacts during the import. You might have imported hundreds of animals, and that single row being off on the sheet now assigned incorrect tag numbers, birth weights, and genealogy information to your animals. If you want to wipe the slate clean in bulk, you can select multiple records at once, and then delete them with one action.

**It is critical to understand that once a record is deleted, it cannot be brought back. The deletion is permanent.** We've added steps to confirm the bulk delete before it processes, and limited this feature to only Admin and Manager roles to reduce accidental deletions, but **be careful when using this feature!** *If you have any hesitation about deleting the records, or think there is a chance you might need this information in the future, we encourage you to download the records first so you have a reference for them.*

*Be aware that we have designed this feature to be used to remedy mistakes, and not for a "system cleanup". We discourage you from removing old data in the process, as we think it's better to retain it for historical references. Want your Livestock list to look cleaner? Think about setting filters on the page for status instead.*

OK, with the warnings out of the way, if you're absolutely sure you want to delete multiple records at once, follow the steps below. This process for deleting records is available for Livestock, Contacts, Transactions, and Equipment records. We will use Livestock as the example in our steps, but the process will be the same for each of the different areas.

In our example below, we've mistakenly recording births on the wrong goats and need to delete the incorrect offspring records.

The first thing we're going to do is **select the animals that need to be deleted from our Livestock list**. You can do this by going through them individually, but it may be easier to set a filter first to limit the results. You might filter by status, breed, type, or other similarities that these animals share. Use the checkboxes next to the animals to select them individually, or the one at the top row to select them all.

**After selecting them, use the Bulk Actions menu to choose to Delete the records.** A warning message is presented, and a confirmation is required to continue. Ensure the number of records shown at the top matches your expectations, and then type the word "DELETE" in the box. You can then **click Delete to permanently delete these records**.

Search...

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Search Animals

Criteria: Animal Types: All | Status: Multiple | Filter

Animals1,745100% Of 1,748

Other86249% Of 1,748

Chicken27116% Of 1,748

Hog22313% Of 1,748

Male10531% Of 342

Female15144% Of 342

Pregnant72% Of 342

<input type="checkbox"/>	Animal	Gender	Age	Last Weight	Status	Type/Breed
	302				Active	
11	11302				Active	
12	12302				Active	
13	13302				Active	
14	14302				Active	
12	123456302654321				Active	
B1X	Al E. Gator B (Copy)		3 years, 8 months		Active	Alligator Florida Traphead
A8	Alligator 8	Male	2 years, 8 months	225.00	Active	Alligator
12	Alligator B biatchdata 3	Male	1 month, 11 days	10.00	Active	

And just like that, they're gone. Now you can go back to your import sheet, fix the error, and reimport them correctly.