## **Purge Scale Tickets**

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If a Scale Ticket has been transferred, it may be deleted out of the list of Scale Tickets at Grain Scale Interface / Operations / Purge Tickets.

Purge Scale Interface Scale Tickets	×
This process will delete all transferred scale tickets through the date specified.	d
Purge All Transferred Tickets	
Purge Through 01/31/2024	
Purge Canc	el

- Purge All Transferred Tickets Select to delete all Scale Tickets that have been transferred.
- **Purge Through** This option is available when *Purge All Transferred Tickets* is not selected. Enter a date to delete all tickets created through the specified date regardless of their *Transferred* or *Untransferred* status. The default date is the current date.
- **Purge** Select this to purge the Scale Tickets. A message displays showing how many Scale Tickets will be purged and gives an option to continue with the purge process.

## How to Purge Scale Tickets

- 1. Go to Operations / Purge Tickets.
- 2. Determine if the transferred Scale Tickets will be purged through a specified date or if all transferred Scale Tickets will be purged.
- 3. Select Purge.