

# Using and Deleting Test Data Files in WorkCenter

We at vForms programmed our WorkCenter CRM with approximately 100 test contact records for your use and testing. These contact records are programmed to populate the reports, letters and Action Plans for you for testing of WorkCenter. They are very easily removed if you wish to download your own data files into WorkCenter.

You will also note that we have added these test data files to a list in the Contact List Manager. To access this list, open the Contact List Manager screen by clicking on the icon across the top. This icon has two people. When the List Manager appears, click the box with the “+” sign next to “Clients” and you will see the “Test Data List”.

## Deleting these Test Data Files:

**Step #1:** If you have not imported any of your personal data into WorkCenter, you can delete these records quickly. Single click one of the contact records listed in the left screen view of your software.

**Step #2:** Hold down your “Ctrl” key and press the letter “A”. At this time, all the contact records should be highlighted. You can now press your “Delete” key and then click “OK”. You can also right click on one of the highlighted contact names and select “Delete Contact”.

Caution should be taken when you decide to delete contact or loan data from inside WorkCenter. If you delete the data, you will not be able to retrieve it at a later time. This is especially pertinent when working with lists inside the WorkCenter Contact List Manager. For more information, please refer to other flash videos or read the WorkCenter Quick Start Users Guide.