



How to Manually Delete All Rosetta Ingested Data

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A. Delete ALL IEs from permanent

- IEs that are locked for editing will not be deleted, so all locked IEs, in all institutions should be unlocked (and changes either committed or rolled back) before deleting all IEs in this section.
 - Clean the Repository TA area (Home > Data Management > Manage Technical Issues) from all IEs, in each institution.
1. For each institution create a set of all data (e.g. SIP ID > 0)
 2. Go to data management > Manage Processes create a process.
 - a. Select *Delete IE*
 - b. Tag *Delete Permanently*

The screenshot shows a web interface for creating a process. The breadcrumb trail is: Home > Data Management > Manage Sets and Processes > Manage Processes > Complete Parameters. The 'Process Name' field contains 'test delete publishing'. Under 'Parameters', there are two tasks: 'RollBackETask - RollBackETask' and 'AddProvenanceTask - Add Provenance Task'. The 'Reason' field is labeled 'Optional Note' and contains the text 'Other'. At the bottom, there is a checkbox labeled 'Delete Permanently' which is checked.

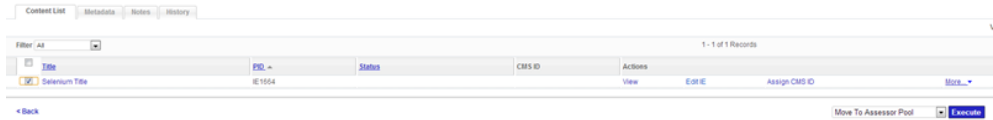
- c. Select the correct *set* you created.
 - d. Select Schedule once.
 - e. Submit
3. Follow-up to see all IEs were deleted from monitor process history.
 4. Go to data management > recycle bin, run delete all permanently

The screenshot shows a table titled 'Deleted IEs List'. The table is currently empty. To the right of the table is a search field labeled 'Find:'. At the bottom right of the page, there is an action dropdown menu with the text 'Action: Delete ALL Permanently' and a 'Submit' button.

5. Repeat in all institutions.

B. Delete ALL SIPs from staging

1. In each institution, go to TA workbench (Home > Submissions > Manage Issues in SIP Processing).
 - a. Decline all SIPs in Technical Issues (Please note, if you have SIPs in lists that does not offer the decline option, you would need Rosetta Support help to decline those SIPs)
 - b. Decline all sips in Approval > Assessor SIPs List



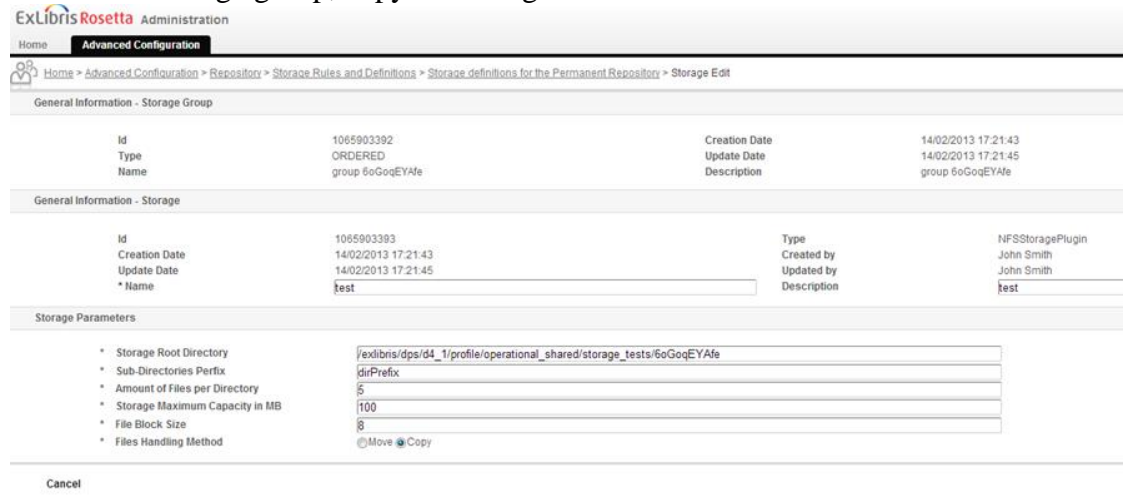
- c. Decline all sips in Approval > Arranger SIPs List
 - d. Decline all sips in Approval > to Approver SIPs List
2. Repeat in all institutions.

C. Delete ALL SIPs from deposit

- 1. For each producer agent, sign in to the deposit module
 - a. For each producer, delete all SIPS (under decline and approved)
- 2. Repeat in all institutions, for all producer agents.

D. Clean storage

- 1. Go to Rosetta administration > Repository > Storage Rules and Definitions
Enter each storage group, copy all Storage root directories



- 2. Enter in the server to each directory and validate it is empty (Please note, Rosetta folder names are numbers, please check before deleting any other types of directories!)

E. Database

Some data will still be kept in the permanent index tables, which will not affect the system. If you want to clean this table please contact Rosetta support.