**Expire a Set of Records Manually**

1. Use the ***My Filter*** named ***Active Records-Exp Date Passed – Building*** to gather the list of records that need to be expired.



1. Hover over ***Create a Set*** > click ***Select All and Create a Set***.



1. Enter relevant information in the set fields. Make sure ***Set Type*** lists the correct module. Click ***Submit***.



1. You should see a confirmation that the set was created successfully.



1. Go to the ***Launchpad*** > open the ***Sets*** page.



1. Select the ***Records*** tab > click on the ***Set*** that was just created to open it up.



1. On the ***Set*** tab, hover over ***Execute Script*** > select ***EXPIRE\_RECORDS\_IN\_SET\_BUILDING***.

**\*\* Caution: This will mass expire all records in this Set. Be sure that you want to perform this action.**

**\*\* Note: This process will take several minutes depending on the number of records in the Set. Please do not navigate away from this page in the system until the process has completed. An extra popup window will appear when it is complete.**

