

### INVALIDATING TRANSMISSION EVENT ENTERED IN ERROR

A Transmission Event (TE) cannot be deleted but can be invalidated. In the event a transmission event is entered in error, the acquisition events must be unlinked and the TE is marked as invalid. When viewing an invalid TE on the Maintain Transmission Event Details screen, the system will display a warning message at the top of the screen. An invalid TE cannot be linked to an Outbreak.

**Assuming that the transmission event was associated to the incorrect client**, the process to correct the error includes 2 steps:

1. Unlink all AEs attached to the incorrect Investigation.
2. Create new Investigation and TE with the correct client in context.

### UNLINK ALL AE(S) ATTACHED TO INCORRECT INVESTIGATION

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1. After setting a Client and Investigation in Context in the Investigations Module, navigate to the **Left-Hand Navigation** menu, select **Exposure Summary**.
2. Click on the relevant **TE ID** hyperlink.
3. Scroll to **Acquisition Event** section.
4. Click on the radio button beside the AE and click **Unlink**.
5. Repeat step 4 for each **AE** that needs to be unlinked.
6. After unlinking all AEs, click **Save**.
7. Review AEs for validity. If any were produced in error, invalidate the AE and close the associated investigation as "entered in error".

### CREATE A NEW INVESTIGATION AND TRANSMISSION EVENT

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1. Search for the correct **Client**.
2. Confirm whether the Investigation exists by checking the **Subject Summary** screen.
3. If Investigation does not exist, create **Investigation**.
4. Create **Transmission Event**.
5. Link **AE(s)** that were previously linked to the incorrect Investigation.

**Important:** Only search for Known Contacts by INV ID. **DO NOT** search for Known Contacts by Client ID when reconciling an incorrect investigation/TE. This will create a duplicate INV and duplicate AE.

### INVALIDATING ACQUISITION EVENT ENTERED IN ERROR

An Acquisition Event (AE) cannot be deleted but can be invalidated. The process for Invalidating an Acquisition Event Entered in Error include 3 steps:

1. Update Acquisition Event (AE) and Mark as Invalid
2. Update Transmission Event
3. Update Investigations

#### UPDATE ACQUISITION EVENT (AE) AND MARK AS INVALID

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1. After setting a Client and Investigation in Context, navigate to the **Left-Hand Navigation** menu, select **Exposure Summary**
2. Click **AE ID** hyperlink.
3. Click the **Invalid** checkbox and document reason in the **Invalid Reason** box.
4. Click **Save**.
5. Navigate to the **Left-Hand Navigation** menu and select **Exposure Summary**. Make sure the AE is now marked as invalid in the **Acquisition Event Summary**

**Note:** If the AE was linked to a TE, set the TE of the invalidated AE in context and unlink the AE, or invalidate the TE if the TE is also in error.

#### UPDATE TRANSMISSION EVENT – INVALIDATE/UNLINK

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1. After setting the Transmission Subject and Investigation in Context, navigate to the **Left-Hand Navigation** menu, select **Exposure Summary**.
2. Click on the relevant **TE ID** hyperlink.
3. Click the **Invalid** checkbox and document reason in the **Invalid Reason** field.
4. Scroll down to the **Exposure Location** section and expand the section.
5. Update the **Exposure Location Name** by appending 'Invalid'.

**Note:** Updates to the Location Name will be seen on the Exposure Summary table and will also update the Location field on the AE(s).

6. Click **Save** button.
7. Scroll to the **Acquisition Events** section. Click on the radio button beside the **AE** and click **Unlink**.
8. Repeat this step for **AE's** that need to be unlinked.
9. Click **Save** button.
10. Navigate to the **Left-Hand Navigation** menu and select **Exposure Summary** to view the **Exposure Summary** screen.