

| Function  | Instructions   |
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| Delete Lab entry  | <p><b>To Delete a lab report:</b></p> <ul style="list-style-type: none"> <li>• Click checkbox beside lab report to be deleted and then click View / Update Lab Report</li> <li>• Select Reason for Deletion</li> <li>• Click Delete and OK to confirm</li> </ul>   |
|   | <p><b>To Delete a specific test:</b></p> <ul style="list-style-type: none"> <li>• Click checkbox beside requisition report which includes the test to be withdrawn and then click View / Update Lab Requisition</li> <li>• Navigate to selected test</li> <li>• Provide Reason for Withdrawal</li> <li>• Click Withdraw button</li> </ul>  |
|   | <p><b>Note:</b> The <b>lab requisition</b> cannot be deleted</p>   |
| Delete Diagnostic Imaging entry                                 | <p><b>To Delete an Imaging report:</b></p> <ul style="list-style-type: none"> <li>• Click checkbox beside imaging report to be deleted and then click View / Update Report</li> <li>• Select Reason for Deletion</li> <li>• Click Delete and OK to confirm</li> </ul>  |
|   | <p><b>To Delete a specific test:</b></p> <ul style="list-style-type: none"> <li>• Click checkbox beside requisition report which includes the test to be deleted and then click View / Update Lab Report</li> <li>• Navigate to selected test</li> <li>• Click on the button next to the test to be deleted and then click Delete Test</li> </ul>  |
|   | <p><b>Note:</b> The <b>requisition</b> cannot be deleted</p>   |
| Created Investigation in Error                                  | <ul style="list-style-type: none"> <li>• Set Investigation in context and navigate to Investigation information</li> <li>• Select 'Entered in error' in Disposition field and click save</li> <li>• Navigate to Close investigation and click Close Investigation and OK to confirm</li> </ul>   |
| Delete Signs & Symptoms entered in error                        | <ul style="list-style-type: none"> <li>• Navigate to Signs &amp; Symptoms page from left hand navigation</li> <li>• Click the checkbox for Sign (s) &amp; Symptom(s) to be deleted</li> <li>• Select a Reason for Deletion and click Delete</li> <li>• Click OK to confirm deletion and then click Save</li> </ul>   |
| Delete Disease entered in error                                 | <ul style="list-style-type: none"> <li>• Navigate to Disease Summary from left hand navigation</li> <li>• Under the disease entered in error, click Delete</li> </ul> <p><b>Note:</b> you cannot delete the last disease event in an investigation</p>   |
| Delete Responsible Organization / Investigator entered in error | <ul style="list-style-type: none"> <li>• Navigate to Resp. Org / Investigator section from left hand navigation</li> <li>• In the responsible organization or investigator section, click the radio button of the organization or investigator to be deleted</li> <li>• Select a Reason for Deletion and click Delete, followed by OK to confirm deletion</li> </ul> <p><b>Note:</b> A minimum of one responsible organization and a minimum of one investigator is required</p> |

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| Delete Reporting Notification entered in error    | <ul style="list-style-type: none"> <li>Navigate to Reporting Notification screen from left hand navigation</li> <li>Select the radio button of the Reporting Notification to be deleted and then click the Delete button</li> </ul> <p><b>Note:</b> At least one Reporting Notification is required</p>   |
| Delete External Sources added in error            | <ul style="list-style-type: none"> <li>Navigate to External Sources screen from left hand navigation</li> <li>Select the radio button of the external source to be deleted and then click the Delete button</li> </ul>  |
| Links & Attachments – UDF documented in error     | <ul style="list-style-type: none"> <li>Navigate to the Links &amp; Attachments screen from the left hand navigation</li> <li>In the Filled Out Forms section, select the radio button next to the form entered in error and click Update</li> <li>Click Disable Form at the bottom of the page</li> <li>Status of UDF will show as “Disabled”</li> </ul>  |
| Links & Attachments – Documents Attached in Error | <ul style="list-style-type: none"> <li>Navigate to the Links &amp; Attachments screen from the left hand navigation</li> <li>Under the Attached Documents section, click Manage Documents</li> <li>Select the checkbox next to the document in error and click Delete, followed by OK</li> </ul>  |
| Delete Outcomes error                             | <ul style="list-style-type: none"> <li>Navigate to the Outcomes screen from the left hand navigation</li> <li>Under Outcome History, select the radio button next to the outcome in error</li> <li>Select a Reason for Deletion and then click Delete, followed by OK to confirm deletion, and Save</li> <li>If an outcome of Deceased was deleted, navigate to the Client Demographics screen and uncheck the Inactivated checkbox to reactivate client, and Save</li> </ul> |
| Reopen Investigation closed in error              | <ul style="list-style-type: none"> <li>Navigate to the Investigation Information screen from the left hand navigation</li> <li>Click Re-Open Investigation, followed by OK to confirm</li> </ul>  |
| Delete Cohort created in error                    | <ul style="list-style-type: none"> <li>Navigate to the Search Cohort screen from the left hand navigation and search for the cohort in error</li> <li>Select the radio button of the cohort in error and click Delete, followed by Confirm</li> </ul>   |
| Delete Medication entered in error (Other Meds)   | <ul style="list-style-type: none"> <li>Navigate to Medication Summary on left hand navigation</li> <li>Select the checkbox of the medication entered in error</li> <li>Select ‘Entered in Error’ from the Course Completed dropdown and then click Update Course Completed, followed by Save</li> </ul>   |
| Delete Intervention entered in error              | <ul style="list-style-type: none"> <li>Navigate to the Intervention Summary screen from the left hand navigation</li> <li>Select the hyperlink of the intervention entered in error</li> <li>Select a Reason for Deletion and then click Delete and OK</li> </ul>   |
| Delete Intervention Follow Up entered in error    | <ul style="list-style-type: none"> <li>Navigate to the Intervention Summary screen from the left hand navigation</li> <li>Select the hyperlink of the intervention Follow Up Type entered in error</li> <li>Click Delete and then confirm deletion</li> </ul>   |

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| Delete a TB Skin Test or Follow UP entered in error | <ul style="list-style-type: none"> <li>• Navigate to the TB Skin Test Summary screen from the left hand navigation</li> <li>• Select the TB test or follow up from the TB Skin Test and Follow Up Summary section</li> <li>• Select a Reason for Deletion and then click Delete followed by OK</li> </ul>   |
| TB History Summary entered in error                 | <ul style="list-style-type: none"> <li>• Navigate to the TB Skin Test Summary screen from the left hand navigation</li> <li>• Under the TB History Summary section, click Update</li> <li>• Update the TB History Summary with the correct information and click Save</li> </ul>  |
| Cancel a Mass TB Event                              | <ul style="list-style-type: none"> <li>• Navigate to the Mass TB Event Details screen from the left hand navigation and search for the applicable Mass TB Event</li> <li>• Click the radio button next to the applicable Event and click Update Event</li> <li>• Change Event Status to Cancelled and click Save</li> </ul>   |
| Delete a Medication Interruption                    | <ul style="list-style-type: none"> <li>• Navigate to the Medication Summary screen from the left hand navigation</li> <li>• Click Interruptions</li> <li>• Select the radio button of the medication interruption to be deleted and then click Delete, followed by Save</li> </ul>  |
| Delete an Adherence Period entered in error         | <ul style="list-style-type: none"> <li>• Navigate to the Adherence Summary screen from the left hand navigation</li> <li>• Click the radio button of the adherence period to be deleted and then click View/Update</li> <li>• Select a Reason for Deletion and then click Delete</li> </ul>   |
| Delete DOT Period entered in error                  | <ul style="list-style-type: none"> <li>• Navigate to the DOT Summary screen from the left hand navigation</li> <li>• Select the DOT period to delete and click View/Update</li> <li>• Click Delete</li> </ul>   |
| Invalidate Transmission Event (TE) entered in error | <p><b>Note:</b> A TE cannot be deleted but can be invalidated</p> <ul style="list-style-type: none"> <li>• Navigate to the Exposure Summary screen from the left hand navigation</li> <li>• Click on the TE ID of the TE in error</li> <li>• Unlink all existing acquisition events (AE) by clicking on the radio button next to each AE and clicking Unlink</li> <li>• After unlinking all AEs, check off the 'Invalid' check box under Transmission Event Details, enter Invalid reason, and then click Save</li> <li>• Invalidate any incorrect AE and close any incorrect investigations</li> </ul> |
| Invalidate Acquisition Event (AE) entered in error  | <p><b>Note:</b> An AE cannot be deleted but can be invalidated</p> <ul style="list-style-type: none"> <li>• Navigate to the Exposure Summary screen from the left hand navigation</li> <li>• Click on the AE ID of the AE in error</li> <li>• Check off the 'Invalid' check box under the Acquisition Event section, enter Invalid reason, and then click Save</li> <li>• 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</li> </ul>   |
| Delete a Communication Event                        | <ul style="list-style-type: none"> <li>• Navigate to the Notes screen from the left hand navigation</li> <li>• Under the Communication Event Log section, search for the communication entered in error</li> <li>• Select the communication Event Date/Time hyperlink</li> <li>• Select a reason for deletion and click Delete, followed by OK</li> </ul>   |

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| Update Note entered in error                                   | <ul style="list-style-type: none"> <li>• Navigate to the Notes screen from the left hand navigation</li> <li>• Under the Notes section, select the radio button next to the note in error and click Update note</li> <li>• Update note to document the error and click Save</li> </ul>   |
| Delete User Document uploaded in error                         | <ul style="list-style-type: none"> <li>• Navigate to the User Documents screen from the left hand navigation</li> <li>• Search and find the document uploaded in error</li> <li>• Select the checkbox next to the document and click the activated Delete button, followed by OK to confirm</li> </ul>   |
| Delete Context Document uploaded in error                      | <ul style="list-style-type: none"> <li>• Navigate to the Context Documents screen from the left hand navigation</li> <li>• Search and find the document uploaded in error</li> <li>• Select the checkbox next to the document and click the activated Delete button, followed by OK to confirm</li> </ul>  |
| Outbreak created in error                                      | <ul style="list-style-type: none"> <li>• In the Outbreak module, select Outbreak Description from the left hand navigation</li> <li>• In the Outbreak Description section, select Closed in the Outbreak Status field</li> <li>• Update the Status Date field and click Save</li> </ul> <p><b>Note:</b> An outbreak can only be deleted if:</p> <ul style="list-style-type: none"> <li>• There are no investigations associated to it;</li> <li>• It is not linked to another outbreak;</li> <li>• It has no exposures associated to it; and</li> <li>• It has no lab information associated to it.</li> </ul> |
| Delete Disease entered in error (Outbreak)                     | <ul style="list-style-type: none"> <li>• Navigate to Disease Summary from left hand navigation</li> <li>• Under the disease entered in error, click Delete</li> </ul> <p><b>Note:</b> you cannot delete the last disease event – at least one disease must be documented</p>   |
| Delete Reporting Notification entered in error (Outbreak)      | <ul style="list-style-type: none"> <li>• Navigate to Reporting Source screen from left hand navigation</li> <li>• Select the radio button of the Reporting Notification to be deleted and then click the activated Delete button</li> </ul> <p><b>Note:</b> At least one Reporting Source is required</p>  |
| Delete an Outbreak Group created in error                      | <ul style="list-style-type: none"> <li>• Navigate to the Outbreak Groups screen from left hand navigation</li> <li>• Select the Outbreak Group to be deleted and then click Delete, followed by Save</li> <li>• <b>Note:</b> you cannot delete the last Outbreak Group</li> </ul>  |
| Remove Investigation from Outbreak                             | <ul style="list-style-type: none"> <li>• Navigate to the Maintain Outbreak Investigations screen from left hand navigation by selecting Investigations</li> <li>• Enter Investigation details and click Display to search for Investigation</li> <li>• Click the check box next to the investigation to be removed and click Remove</li> </ul>   |
| Remove a Preset component (Outbreak)                           | <ul style="list-style-type: none"> <li>• Navigate to the Signs &amp; Symptoms preset or Interventions preset screen from the left hand navigation</li> <li>• Select the radio button next to the intervention type to remove and click Inactivate, followed by OK and Save</li> </ul>  |
| Invalidate Transmission Event (TE) entered in error (Outbreak) | <p><b>Note:</b> A TE cannot be deleted but can be invalidated</p> <ul style="list-style-type: none"> <li>• Navigate to the Exposure Summary screen from the left hand navigation</li> <li>• Click on the TE ID of the TE in error</li> </ul>   |

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|                                      | <ul style="list-style-type: none"> <li>• Unlink all existing acquisition events (AE) by clicking on the radio button next to each AE and clicking Unlink</li> <li>• After unlinking all AEs, check off the 'Invalid' check box under Transmission Event Details, enter Invalid reason, and then click Save</li> <li>• Invalidate any incorrect AE and close any incorrect investigations</li> </ul> |
| Delete Intervention entered in error | <ul style="list-style-type: none"> <li>• Navigate to the Intervention Summary screen from the left hand navigation</li> <li>• Select the hyperlink of the intervention entered in error</li> <li>• Select a Reason for Deletion and then click Delete and OK</li> </ul>   |
| Unlinking Child Outbreaks            | <ul style="list-style-type: none"> <li>• After setting a Parent Outbreak in Context, navigate to Link Outbreaks from the left hand navigation</li> <li>• Select the radio button next to the child outbreak to be unlinked and then click Unlink and Save</li> </ul>  |
| Delete Work Management Tasks         | <ul style="list-style-type: none"> <li>• Navigate to Personal or Team workload from the left hand navigation</li> <li>• Select the task in error and click Delete, followed by OK</li> </ul>  |