

Delete a Human Disease Report

Pg. 1 of 3

An EIDSS user with the appropriate permissions can remove reports from the database. This quick guide presents the steps to delete a human disease report.

- From the EIDSS Dashboard, choose DISEASE REPORT from the HUMAN drop-down menu. The Human Disease Report screen appears.
- Enter as much information as possible about the disease report you wish to delete. Note: Partial entry is acceptable for the Report ID and Legacy ID.

Tip 1: To navigate to the desired date, click a Calendar icon and then the Select Month > Select Year > Select Decade bars at the top of the calendar.

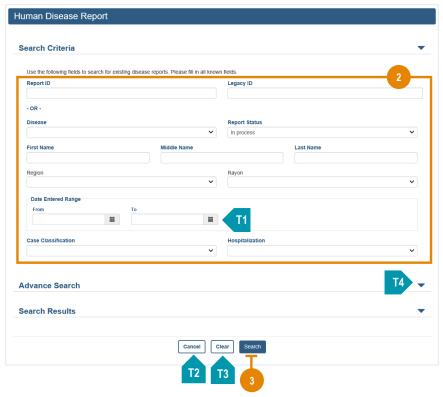
Tip 2: To return to the previous screen without saving entered information, click **Cancel**.

Tip 3: To delete entered information, click **Clear.**

Tip 4: To further filter a search, click the **Show/Hide** icon next to **Advanced Search**, enter as much information as possible, and click **Search**.

Click Search. The Search Results appear.







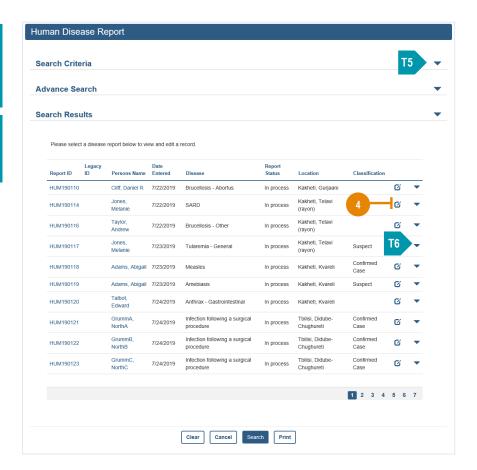
Delete a Human Disease Report

Pg. 2 of 3

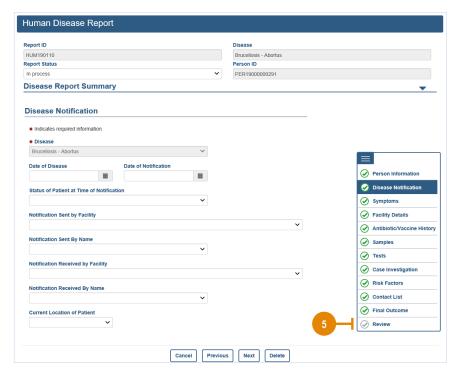
Tip 5: To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

Tip 6: To view additional information, click the **Show/Hide** icon next to the desired report.

 Click the Edit icon corresponding to the desired report. The Human Disease Report screen appears displaying the Disease Notification section.



 Click Review. The Human Disease Report screen appears displaying all sections of the report.

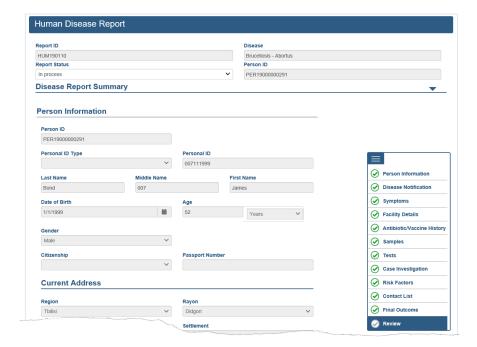


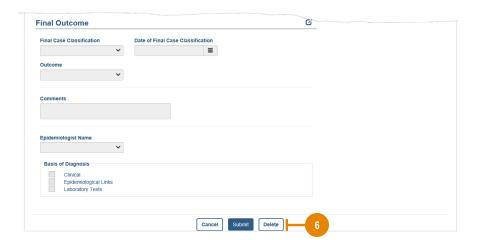


Delete a Human Disease Report

Pg. 3 of 3

6. Click **Delete.** A confirmation dialog box appears.





7. Click **Yes.** The disease report is deleted from the database.

