EIDSS | Electronic Integrated Disease Surveillance System

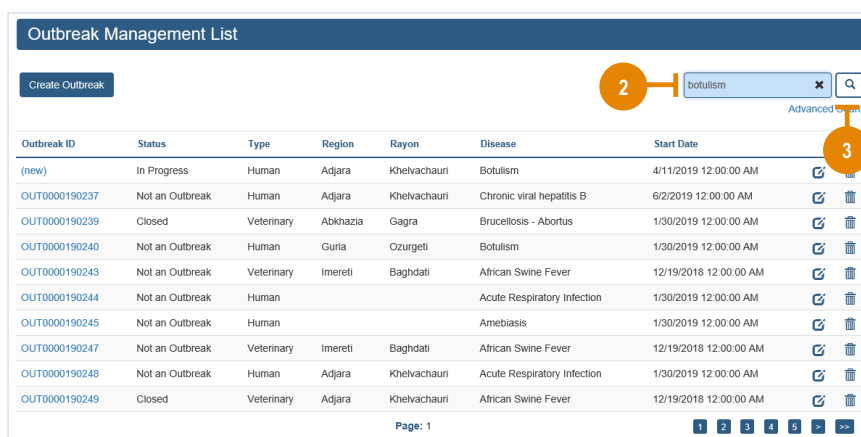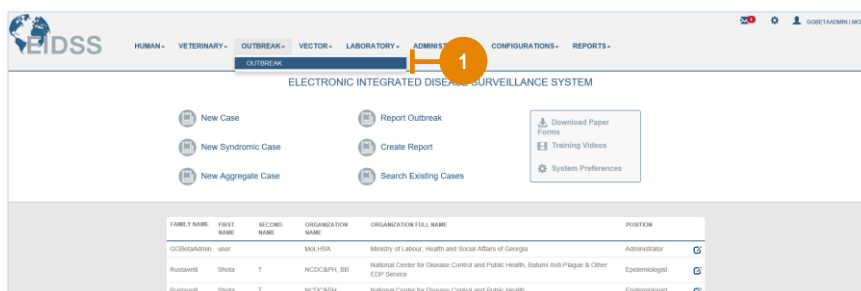# Delete an Outbreak Session

An EIDSS user with the appropriate permissions can remove sessions from the database. This quick guide presents the steps to delete an outbreak session.

1. From the **EIDSS Dashboard,** choose **OUTBREAK** from the **OUTBREAK** drop-down menu. The **Outbreak Management List** screen appears. **Note:** If the session has associated cases it cannot be deleted.

2. Enter the **Outbreak ID** for the session you wish to delete. **Note:** Information matching any of the column headings in the list of outbreak sessions can be used to search. **Note:** Searching may not be necessary if the desired session appears on the **Outbreak Management List** screen.

3. Click the **Search** icon. The **Search Results** appear.

> **Tip:** If the desired session does not appear, click **Advanced Search,** enter as much information as possible in the **Search Outbreak** screen that appears, and click **Search.**
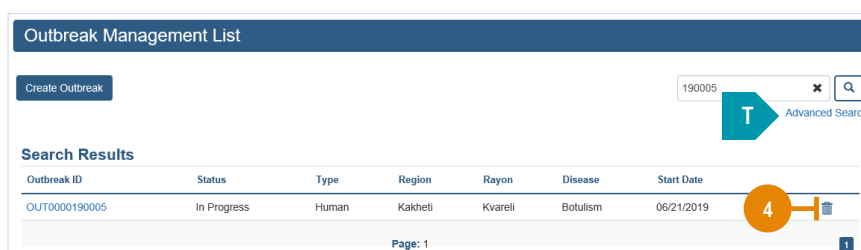
4. Click the **Delete** icon corresponding to the desired session. A confirmation dialog box appears.

5. Click **Yes.** The session is deleted from the database.