EIDSS | Electronic Integrated Disease Surveillance System

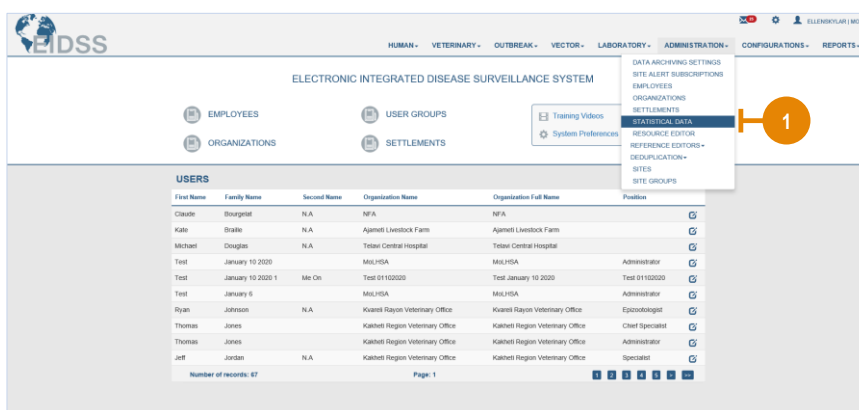# Delete a Statistical Data Record

An EIDSS user with the appropriate permissions can remove records from the database. This quick guide presents the steps to delete a statistical data record.

1. From the **EIDSS Dashboard**, choose **STATISTICAL DATA** from the **ADMINISTRATION** drop-down menu. The **Statistical Data Details** screen appears.

2. Enter as much information as possible about the statistical data record you wish to delete.

> **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.**

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

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4. Click the **Delete** icon corresponding to the desired record. A confirmation dialog box appears.

5. Click **Yes.** The statistical data record is deleted from the database.