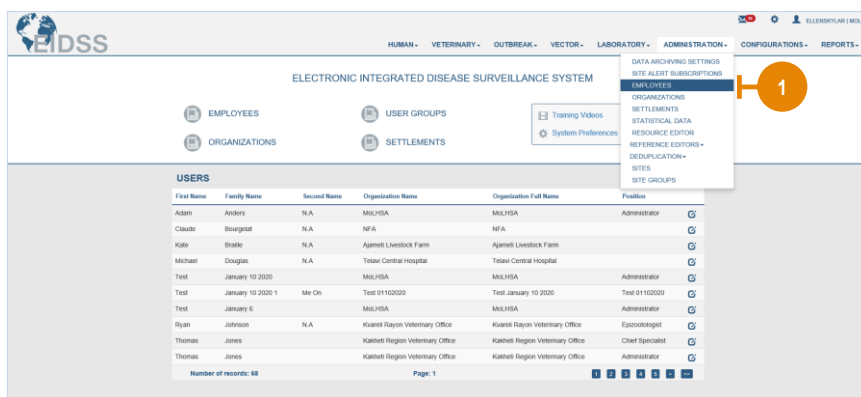


Delete an Employee Record

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

1. From the **EIDSS Dashboard**, choose **EMPLOYEES** from the **ADMINISTRATION** drop-down menu. The **Employee** screen appears.



2. Enter as much information as possible about the employee whose record you wish to delete.

Tip 1: To return to the previous screen without saving entered information, click **Cancel**.

Tip 2: To delete entered information, click **Clear**.

The screenshot shows the Employee search criteria form. The form has a red border and contains the following fields: Position (dropdown), Family Name (text), First Name (text), Second Name (text), Organization (dropdown), and Unique Organization ID (text). Below the form are buttons for Cancel, Clear, Search, and Add. The Search button is highlighted with a red circle and the number 3. The Clear button is highlighted with a red circle and the number 2. The Cancel button is highlighted with a red circle and the number 1.

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

Delete an Employee Record

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

Employee

Search Criteria

Position

Administrator

Family Name








First Name

Second Name

Organization

Unique Organization ID

Search Results

Family Name	First Name	Organization	Organization Full Name	Position	Phone	
Anders	Adam	MoLHSA	MoLHSA	Administrator	123123123	
Skylar	Eilen	MoLHSA	MoLHSA	Administrator	234234234	
Simpson	Lisa	NCDC	NCDC	Administrator	3333222	
Mason	Parker	MoLHSA	MoLHSA	Administrator	234234234	
Mase	Ryker	MoLHSA	MoLHSA	Administrator	234234234	
Vaughan	Sarah	NFA	NFA	Administrator	12343234	
Jones	Thomas	Kakheti Region Veterinary Office	Kakheti Region Veterinary Office	Administrator	9954445545	

Number of records: 7

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Cancel


Clear

Search

Add

- Click **Yes**. The employee record is deleted from the database but remains in the history.

Employee


Are you sure you want to delete the record?

5

Yes

No