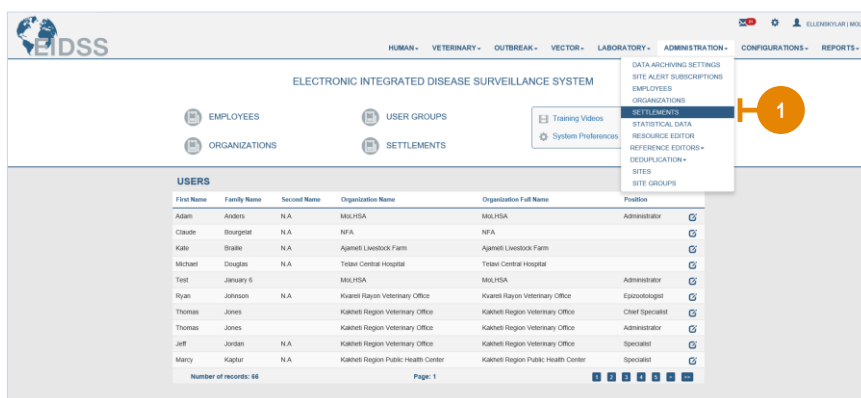


# Delete a Settlement Record

Pg. 1 of 2

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

1. From the **EIDSS Dashboard**, choose **SETTLEMENTS** from the **ADMINISTRATION** drop-down menu. The **Settlement** screen appears. **Note:** All associated disease reports must be removed before the settlement record can be deleted.



2. Enter as much information as possible about the settlement 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**.

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

The screenshot shows the Settlement form with search criteria fields. The fields are: Default Name, National Name, Settlement Type, Country, Region, Rayon, Settlement, Latitude (From/To), Longitude (From/To), and Elevation (From/To). The form includes buttons for Cancel, Clear, Search, and Add. A red circle with the number 2 is next to the Settlement Type dropdown. At the bottom, there are three blue arrows labeled T1, T2, and T3 pointing to the Cancel, Clear, and Search buttons respectively.

## Delete a Settlement Record

Pg. 2 of 2

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

Settlement

Search Criteria

Default Name

National Name

Settlement Type

Country

Region

Rayon

Settlement

Latitude

Longitude

Elevation

Search Results

Default Name	National Name	Settlement Type	Country	Region	Rayon	Latitude	Longitude	Elevation
Kutaisvelo	Kutaisvelo	Settlement	Georgia	Imereti	Kutaisi	42.7030410766602	42.2589302062988	0
Kutaisi	Kutaisi	town	Georgia	Imereti	Kutaisi	42.2496421533573	42.6886814193992	

Number of records: 2

Page: 1

Cancel

Clear

Search

Add

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

Settlement

!

Are you sure you to delete the settlement?

5

Yes

No