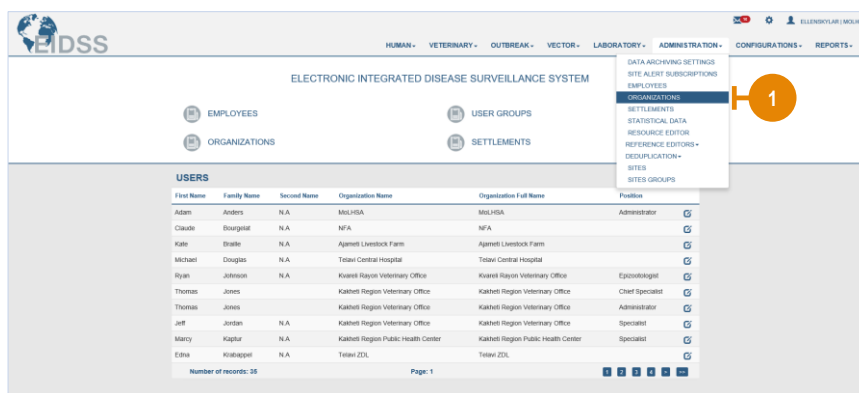


Delete an Organization Record

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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 organization record.

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



2. Enter as much information as possible about the organization 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 Organization Search form. The form has several input fields: Organization Unique ID, Abbreviation, Organization Full Name, Specialization, Region, Rayon, Settlement, and Organization Type. There is also a checkbox for 'Show Foreign Organizations'. The form is outlined with a red border and the number 2. At the bottom, there 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 **Organization Search Results** appear.

Delete an Organization Record

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

Organization

Organization Search

Organization Unique ID

Abbreviation

Organization Full Name

Specialization

Region

Tbilisi

Rayon

Didube-Chugureti

Organization Search Results

Abbreviation	Organization Full Name	Unique Organization	Address	Organization Type	Order	
Institute of Internal Diseases	Institute of Internal Diseases	ILD		Other	0	4
LMA	LMA			Laboratory	0	
NCDC	NCDC			Laboratory	0	
Ministry of Agriculture	Ministry of Agriculture				0	
MoLHSA	MoLHSA	MoLHSA			0	

Number of records: 5

Page: 1

Cancel

Clear

Search

Add

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

Organization

!

Are you sure you want to delete this record?

5

Yes

No