



# DELETE ATTENDING

To delete an attending you will have to login to the Case Log system.

Once logged in, select **Program Setup**, and click **Add/Update** under the Attending heading (fig. 1).

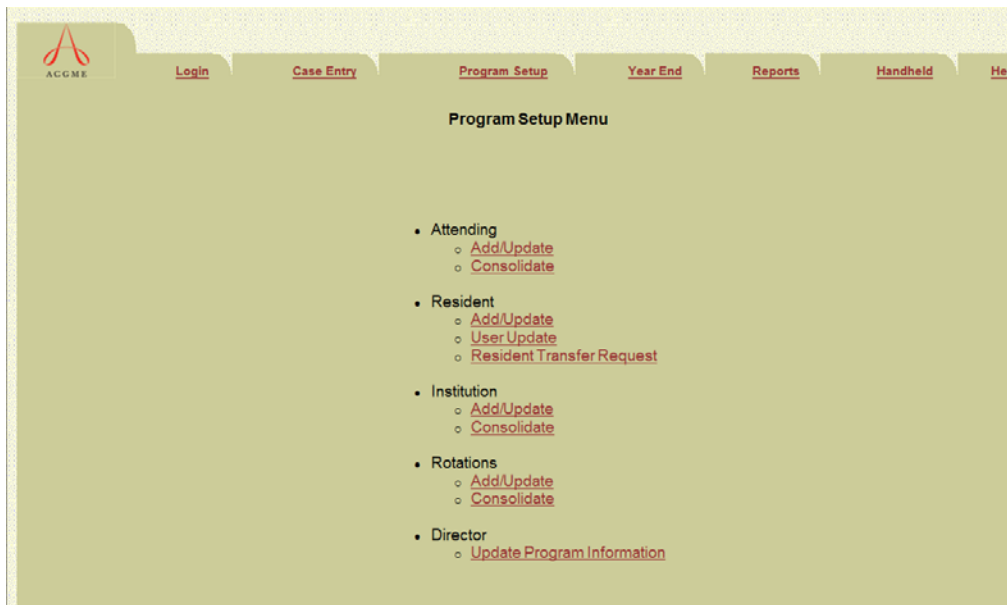


Figure 1: Program Setup

Under Add/Update, select **Delete** under the Action field (fig. 2).

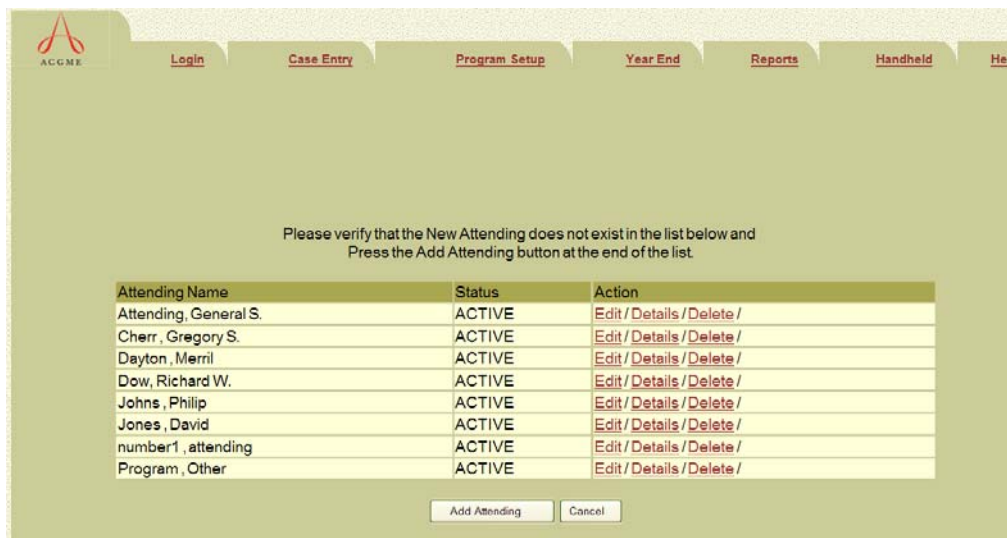


Figure 2: Add/Update Faculty Screen

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Once you have selected Delete, a new window will appear where you can verify the attending to be deleted. Select **Delete** to delete this attending from your case log system (fig. 3).

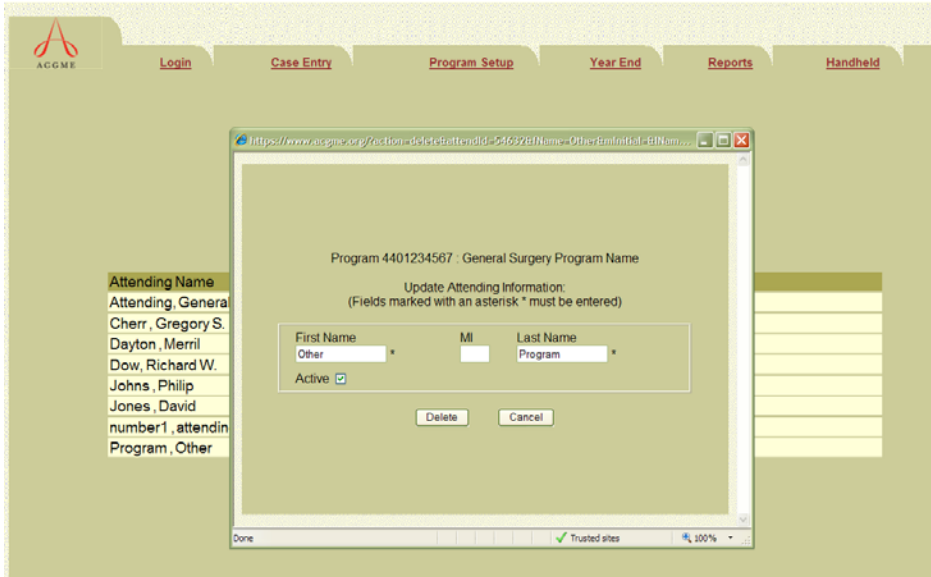


Figure 3: Delete Attending Screen

Once Delete is selected, select **OK** when the system notes your attending deletion (fig. 4).

**Note: If procedures exist under this attending, the attending record will be marked inactive and not deleted until all procedures associated with that attending are archived.**

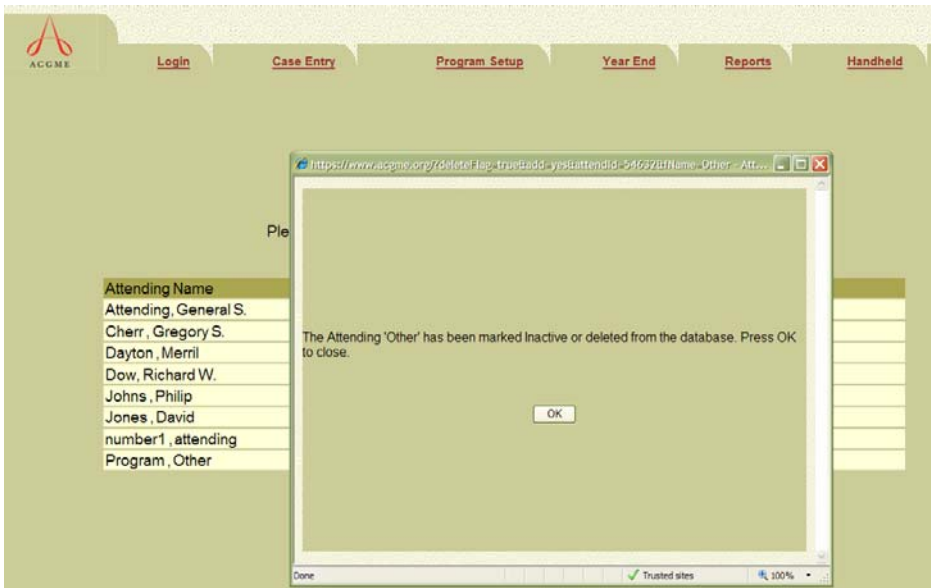


Figure 4: Attending Deletion Screen