

Deleting an Institution Location



To delete an institution you must be logged into the Case Log system.

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

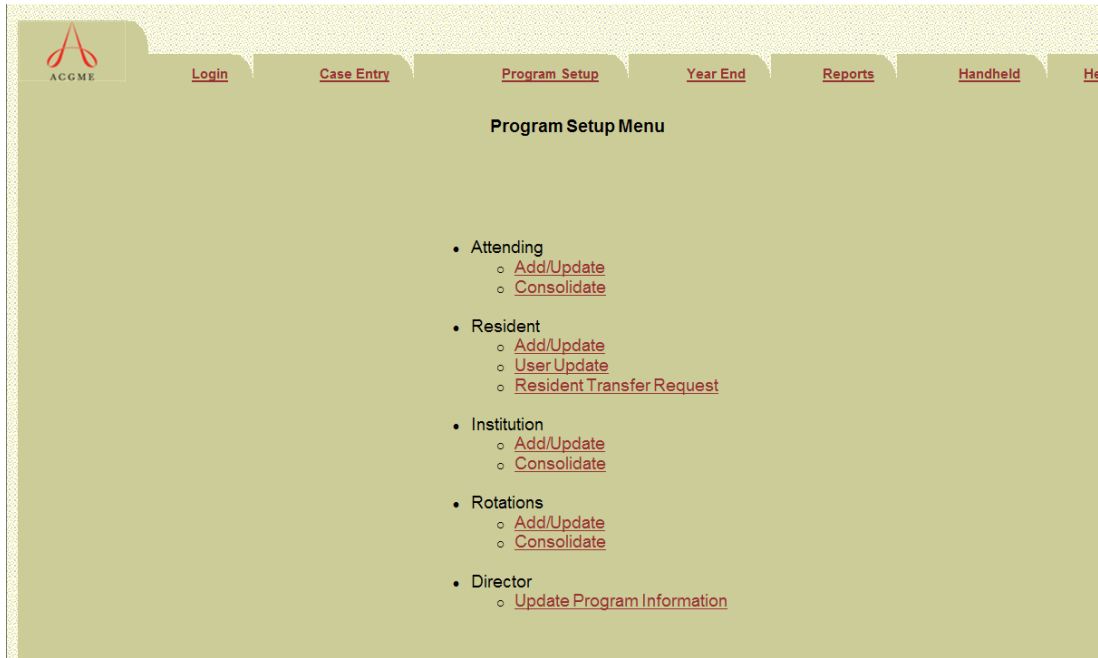


Figure 1: Program Setup

Select **Delete** under the Action field for the institution you wish to delete (fig. 2).

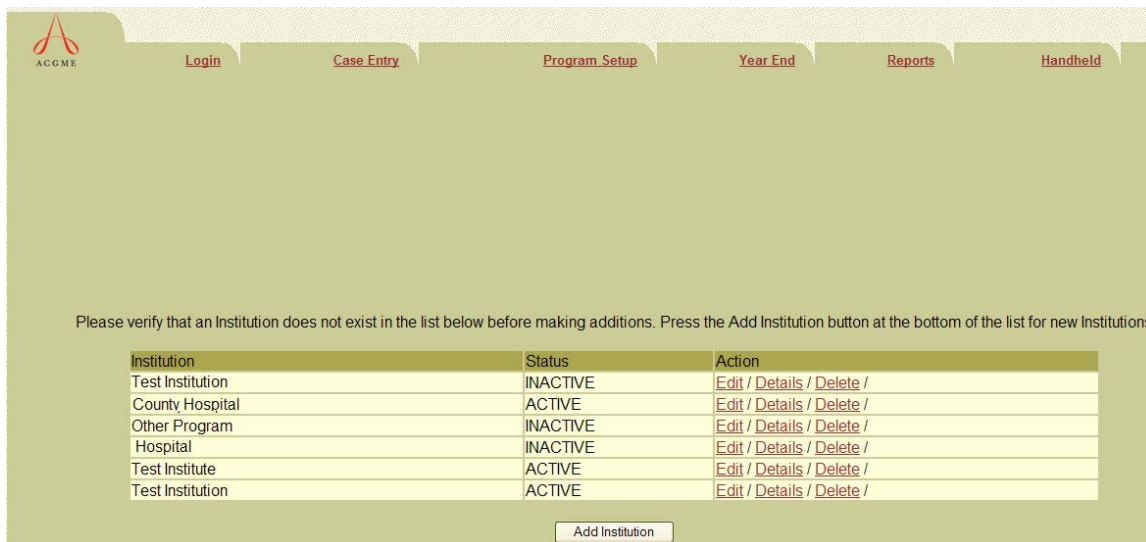


Figure 2: Add/Update Institution

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Once you select Delete, select **OK** when the system notes your deletion(fig. 4).
Note: If procedures exist, the institution record will be marked inactive and not deleted until all procedures associated with that Institution are archived.

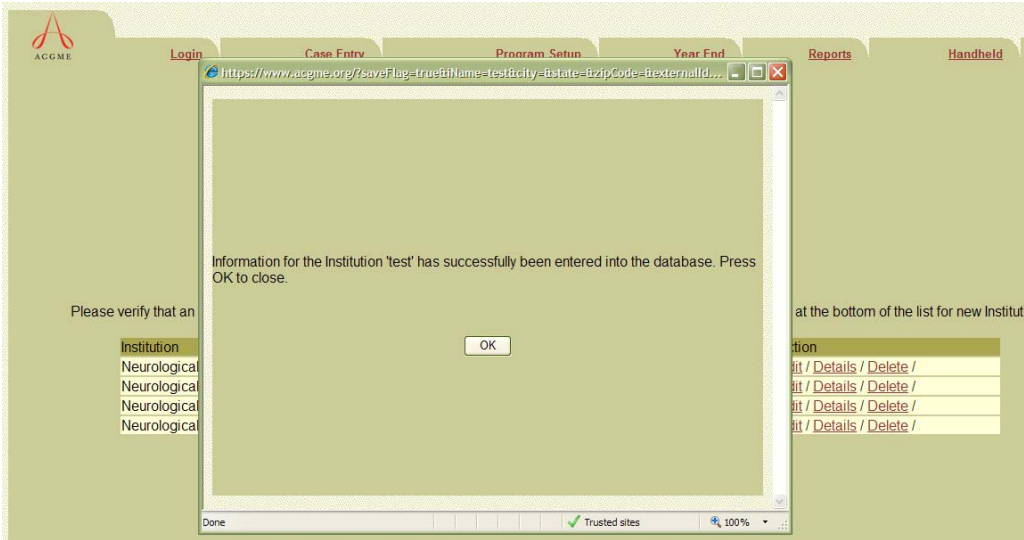


Figure 4: Delete Institution Confirmation.