CPE PPS Data Capture System
User Guide

Deleting Records

Contents

Document History

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Deleting records

All patient-level and ICU-level records entered onto the Carbapenemase Point Prevalence Survey (CPE PPS) Data Capture System (DCS) can be deleted.

 To delete a specific case:

- Select 'Search' from the Menu Toolbar (Figure 1)
- This will redirect you to the 'Search Infection Episodes' screen (Figure 2)

Figure 1: Locating Infection Episodes to be deleted

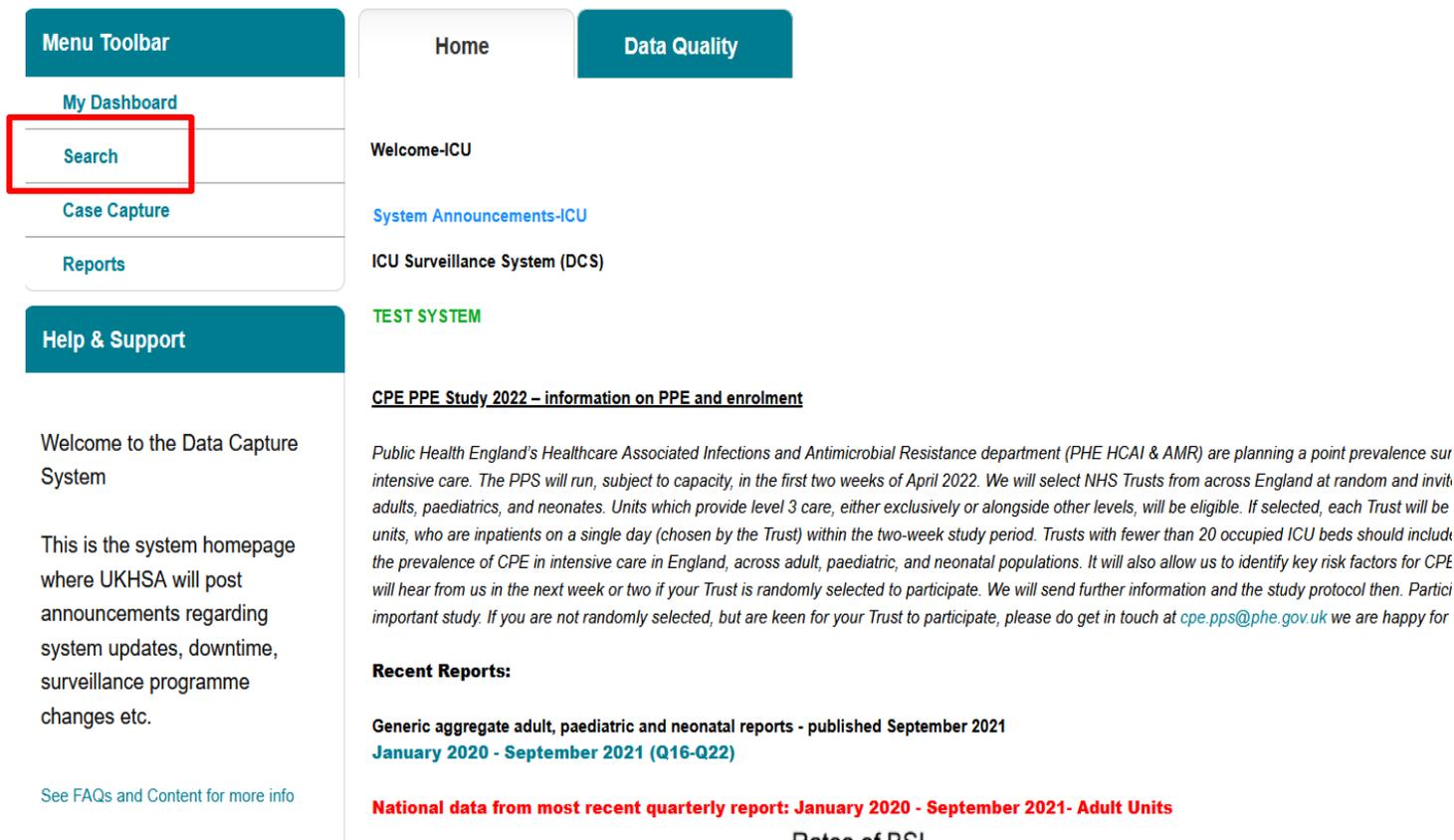**Figure 2: Search Infection Episodes Screen**

- In the 'Search Infection Episodes' screen (Figure 2), enter as much information as required to find the case(s) of interest.
- Please refer to the 'Search User Guide' under the section 'Help' of the CPE PPS DCS for further details regarding 'Search Infection Episodes' fields.
- Press 'Find' to search records matching the search criteria (bottom right-hand side of Search screen).
- The returned results show a list of the records fulfilling the 'Search' criteria on screen (Figure 3)
- Individual cases can be deleted by selecting the tick box next to the case ID and clicking on 'Delete' button (Figure 3)
- A delete confirmation box will appear asking to confirm the selection of records for deletion (Figure 4)
  - o To delete the case select 'OK'
  - o CPE PPS DCS will display confirmation of deletion of selected record(s) (Figure 5)
  - o Please note that once a selected case is deleted, the change is permanent and cannot be reversed.
  - o To cancel the deletion select 'No'

Figure 3: Deleting cases

Figure 4: Pop up message asking to confirm the selection of record(s) for deletion

Figure 5: Confirmation of deletion of selected record(s)

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