



UK Health
Security
Agency

CPE PPS Data Capture System User Guide

Deleting Records

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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

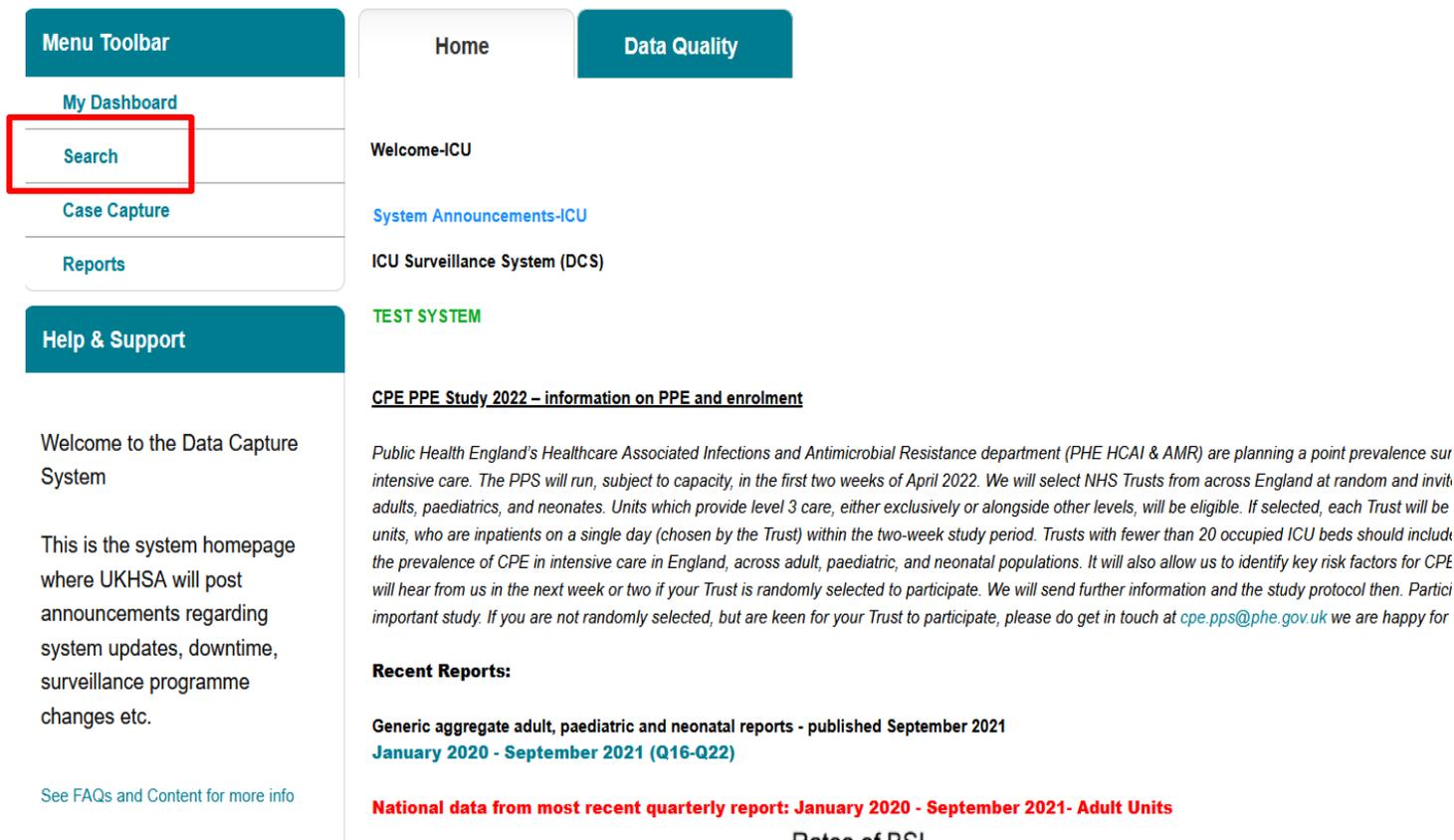


Figure 2: Search Infection Episodes Screen

The screenshot shows the 'Search Infection Episodes' interface. On the left, there is a 'Menu Toolbar' with links to 'My Dashboard', 'Search', 'Case Capture', and 'Reports'. Below that is a 'Help & Support' section with instructions on how to use the search facility and links to a guide and FAQs. At the bottom left is a 'Key to Screen Symbols' section. The main search area has a title 'Search Infection Episodes' (highlighted in red) and various input fields: ID (text), Condition (dropdown), First Name (text), Specimen Number (text), Date From (calendar), Region (dropdown), Organisation (dropdown), Incomplete for sign-off (checkbox), PIR Cases (checkbox), NHS Number (text), Data Collection (dropdown), Surname (text), Date of Birth (calendar), Age (dropdown), Date To (calendar), Organisation Type (dropdown), Shared Cases (checkbox), and Apportionment Category (dropdown). 'Find' and 'Reset' buttons are at the bottom right. Below the form is a table header with columns: Condition, Data Collection, ID, Data Collection Date, Region, and Organisation. A message below the table states 'There are no records to display'.

- 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](#))
 - To delete the case select 'OK'
 - CPE PPS DCS will display confirmation of deletion of selected record(s) ([Figure 5](#))
 - Please note that once a selected case is deleted, the change is permanent and cannot be reversed.
 - To cancel the deletion select 'No'

Figure 3: Deleting cases

		Condition	Data Collection	ID	Data Collection Date	NHS Number	Forename	Summary
		(All)	(All)	(All)			(All)	(All)
View	<input checked="" type="checkbox"/>	Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031186	08-Feb-2022	9999999999	8_9*&%	8_9*&%
View	<input type="checkbox"/>	Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031185	01-Feb-2022	9999999999	test3	test3
View	<input type="checkbox"/>	Carbapenemase Producing Enterobacteriaceae	CPE PPS Patient	1031180	02-Feb-2022	9999999999	Test	Test2

Page: 1 of 1 Go Page size: 3 Change Item 1 to 3 of 3

[Cancel](#) [Delete](#) [New Infection Episode](#)

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

dev-icu.phe.org.uk says

You have selected 1 infection episodes to delete.

Please confirm that you would like to delete the selected infection episode(s).

[OK](#) [Cancel](#)

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

Search Infection Episodes

 The selected Infection Episode(s) has been deleted successfully.

About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the [Department of Health and Social Care](#).

www.ukhsa.gov.uk

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