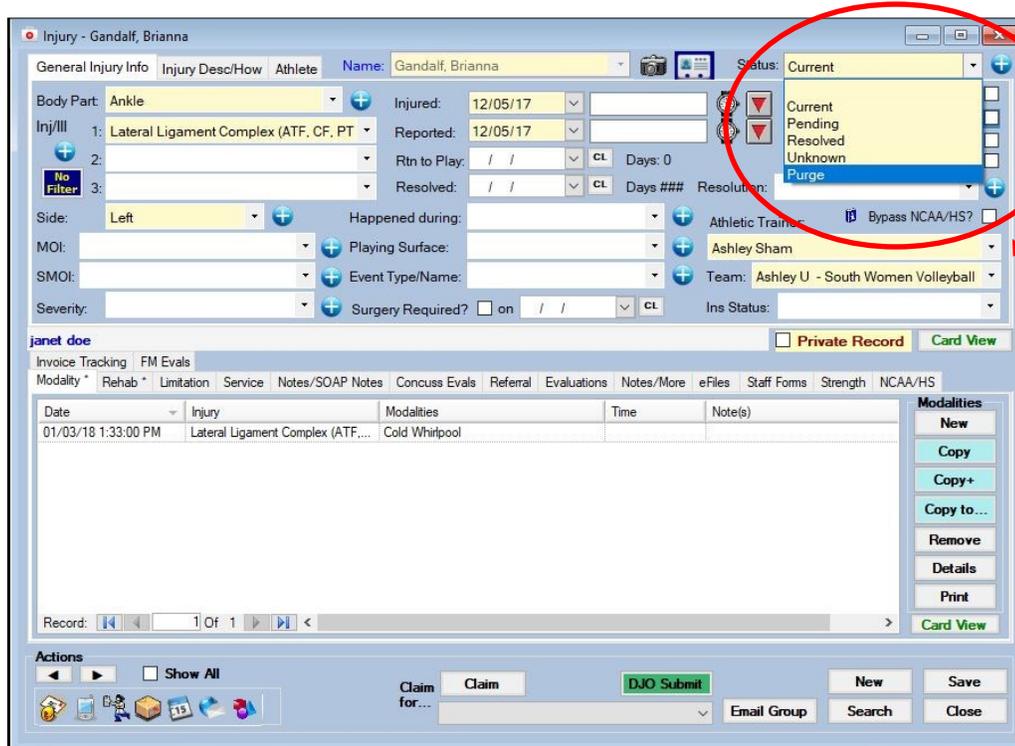
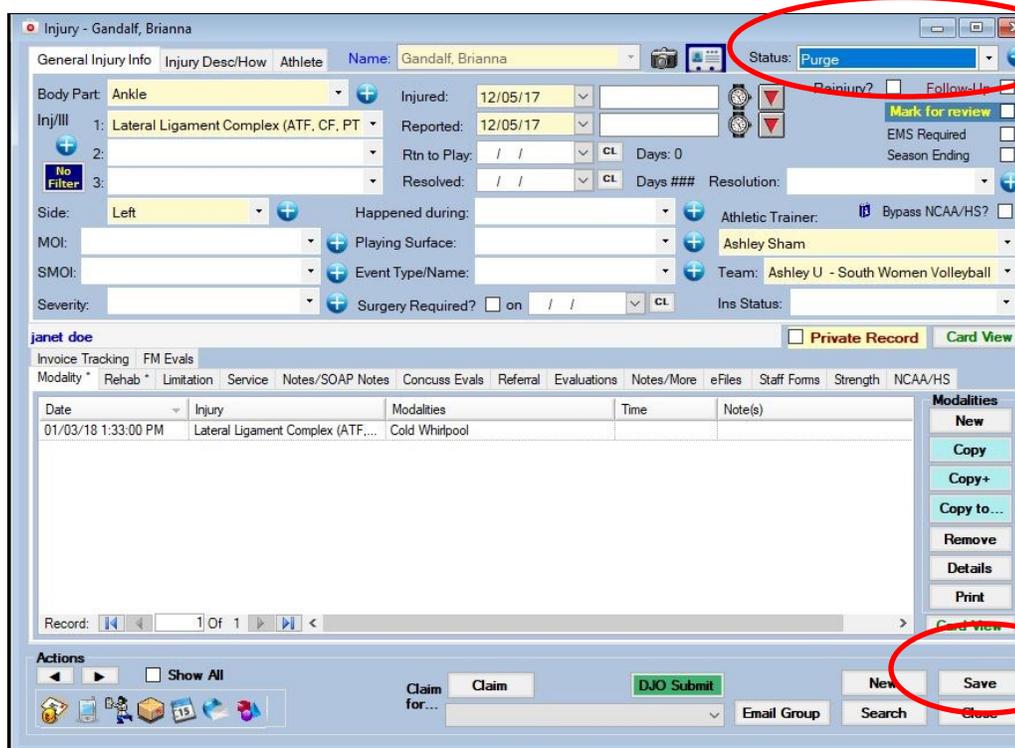


ATS: How to permanently delete an injury

This document will show you how to permanently delete an injury from your database, but be careful because once the process is complete it cannot be undone.

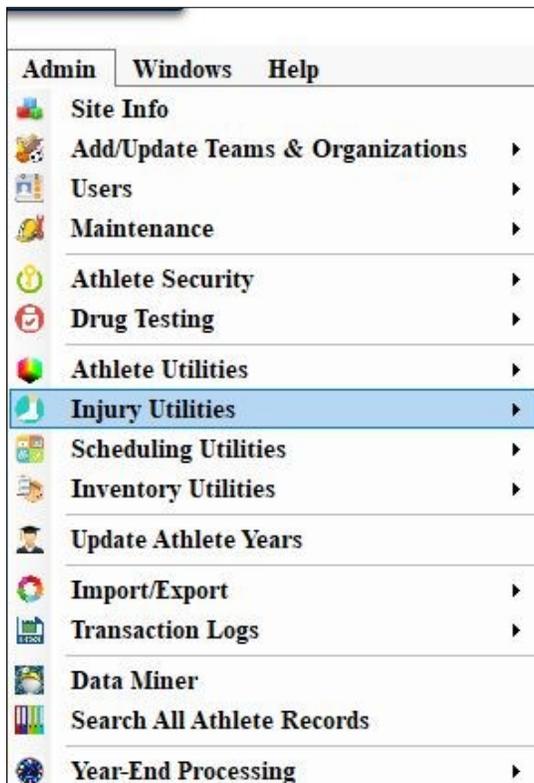


Once the desired injury is open you are going to change the Status to "Purge"



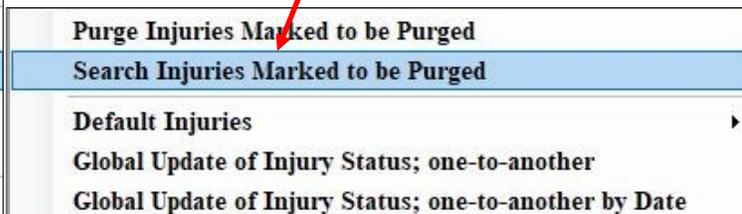
Then you will click the "save" button

ATS: How to permanently delete an injury

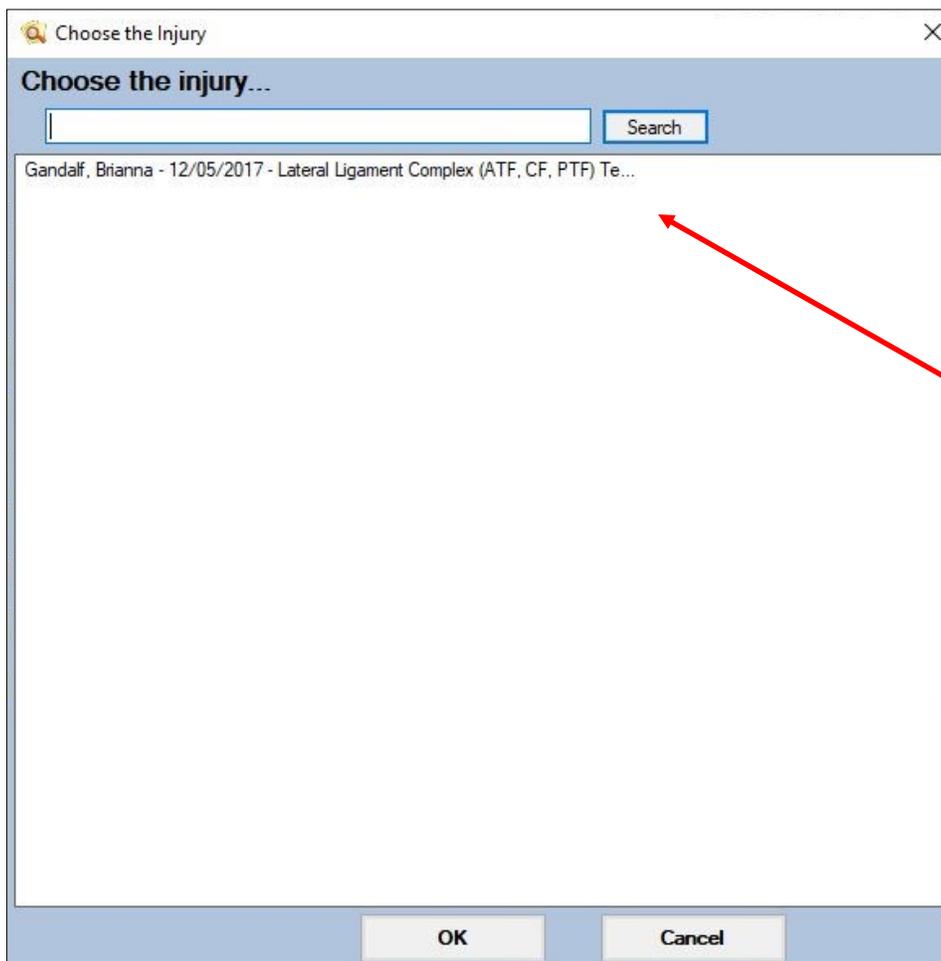


The next step in the delete/purge process can only be completed by an administrator of your system.

***It is recommended to always check the injuries to be purged before running the purge**

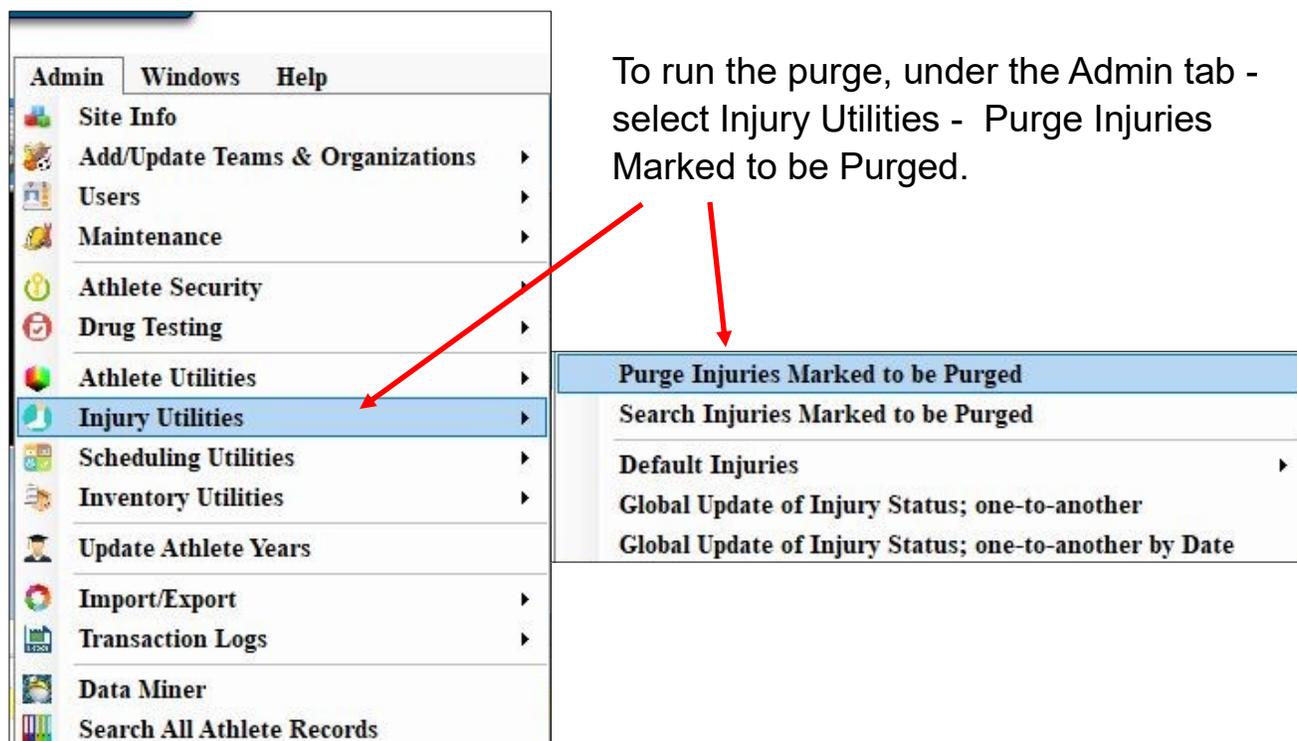


Under the Admin tab - select Injury Utilities - then select Search Injuries marked to be Purged.

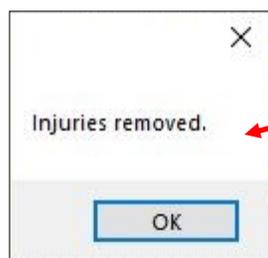


Once you have confirmed that only the correct/desired injuries are present in the list you can move on to running the purge.

ATS: How to permanently delete an injury



You will receive a prompt asking if you are sure you want to run this process.



You will see the "injuries removed" prompt once the purge process is complete.