Deleting a Case

12/17/2024 1:12 pm EST

Deleting a case in SIPS can be a crucial task, whether it's for correcting errors, removing outdated data, or ensuring data security. Before deleting any data, it is wise to back up your data. This ensures that you can restore the case if needed. Always handle data carefully and ensure you have the necessary backups and permissions before performing deletions. This guide will walk you through the process step-by-step.

Step 1: Logging In: Log into SIPS.

Step 2: Go To Your Case List: You can either do this by clicking on the green GoTo Your Case List button or clicking on the Your Case List Subheading located in the upper righthand side of your screen.
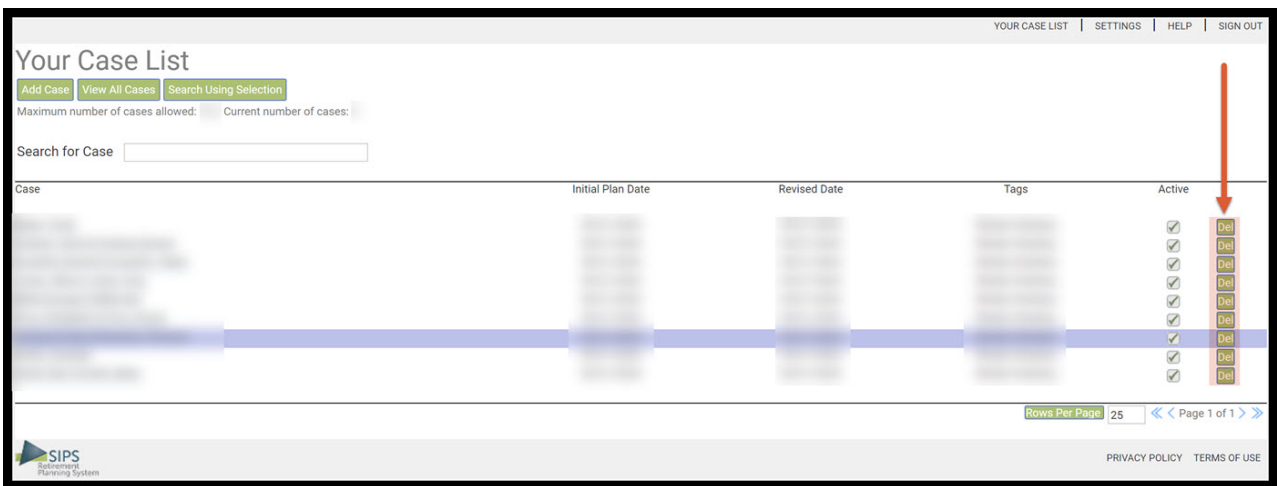

Step 3: View All Cases: Click on the Green View All Cases button underneath the Your Case List Heading located on

the lefthand side of your screen.
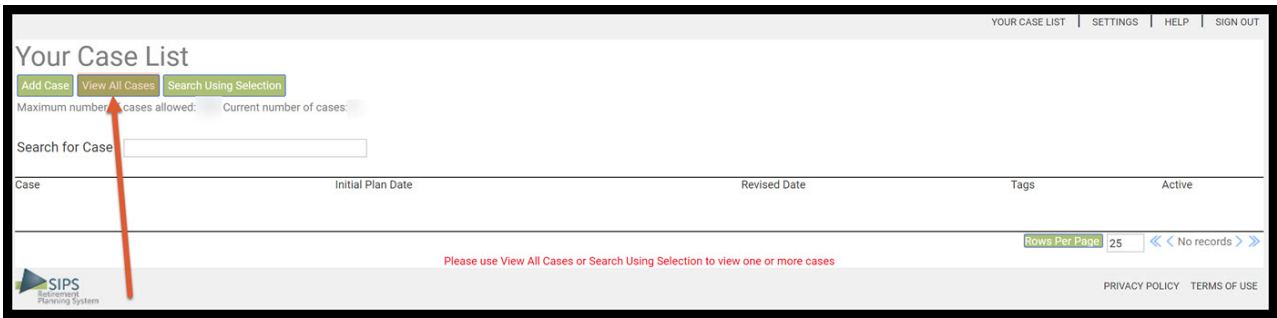
Step 4: Delete: Scroll down, pick the case and click on the green Del button located on the righthand side of the screen.

Step 5: Permanent Deletion: After clicking on the green Del button a sipsplanning.net text box will come up and ask, "Are you sure you would like to permanently delete this recommendation?" Click the OK button to permanently delete the item.
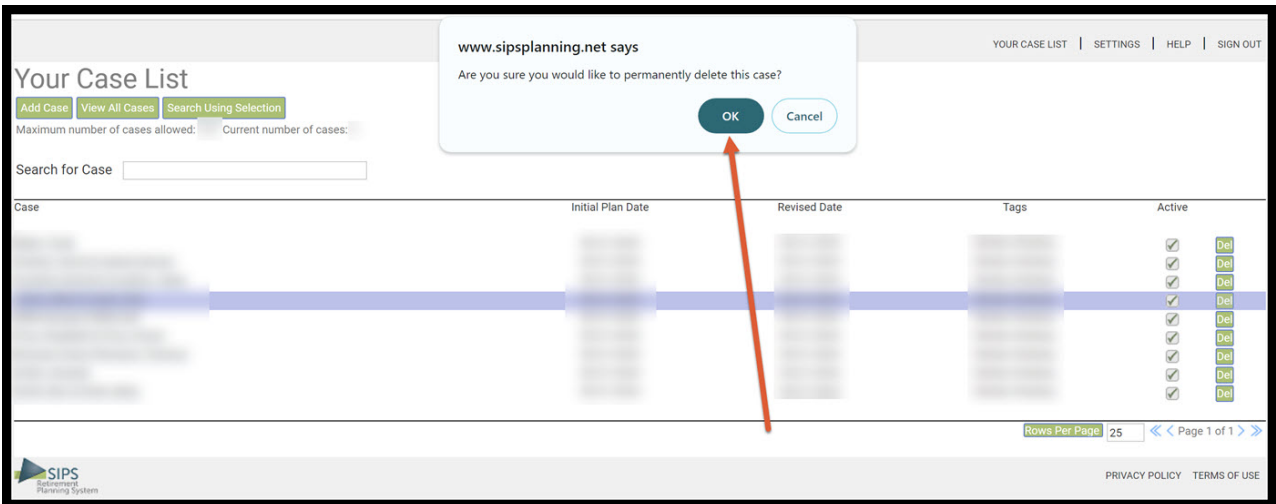
Step 6: Logout: To sign out of SIPS, click on the Sign Out heading tat is located in the upper righthand side of the screen.
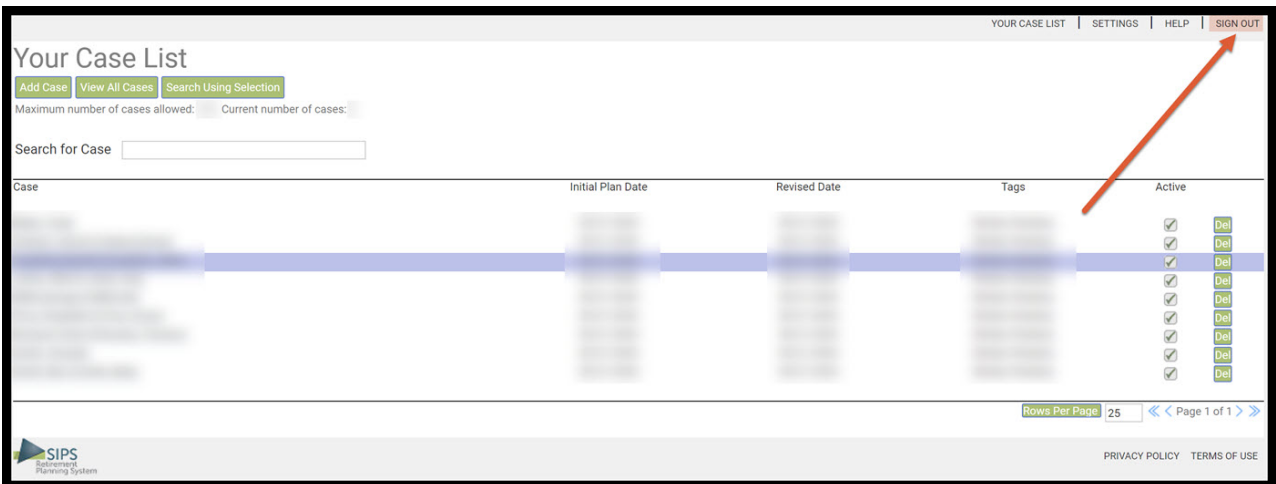
If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: +1-888-449-6917 or support@planscout.com