



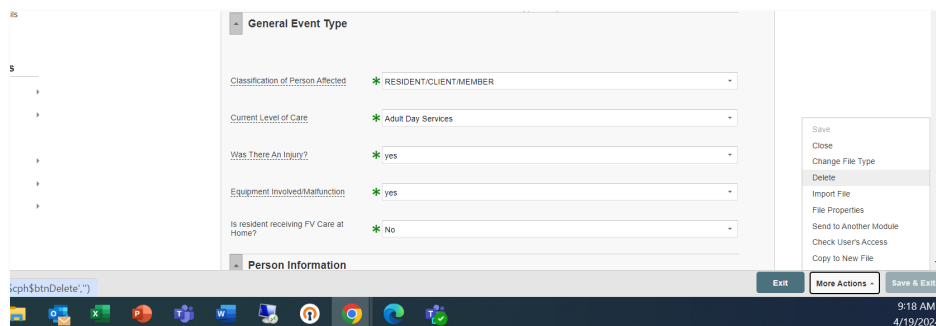
Deleting a File in PEER

There are occasions where a file may need to be deleted. This usually occurs when it is a duplicate file or when the file was created for training purposes and is no longer needed.

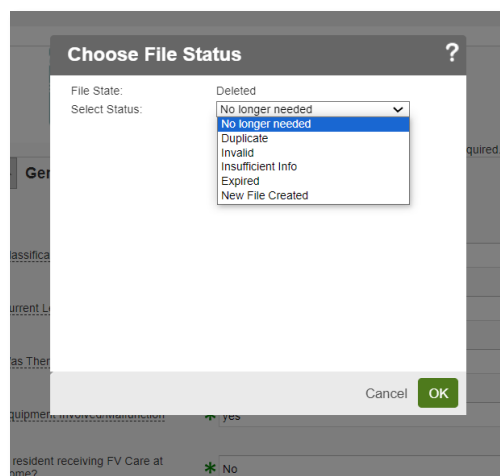
A File Manager who has the Role of Risk Manager may delete a file; other File Managers do not have this ability.

Steps are as follows:

1. Open the file you would like to delete
2. Click the “More Actions” button on the lower right side
3. Select “delete.”



4. Select the Status from the drop-down box
5. Click “OK” and the file will then be deleted. You can also undelete the file if it was done in error.





Un-Deleting a File in PEER

To un-delete a file, you must first search for the file. Please note that the option to un-delete a file is only available for those with the role “Risk Manager.”

Follow the steps below:

1. Within search, click more options.
2. In “File States,” uncheck the other file states and check off Deleted and Deleted-Inc.
3. Click Search

Search Page

Search for: [] within: Files in module: Risk Search More options

Saved Searches: [] Delete

Field Search

File States: Deleted, Deleted-Inc Incomplete New In-Progress Closed Deleted Deleted-Inc

File ID: []

Classification of Person Affected: []

Current Level of Care: []

General Event Type: []

Last Name: []

First Name: []

Event Date (mm-dd-yyyy): mm-dd-yyyy to mm-dd-yyyy

Close Clear Save Search

4. Search results will appear with all deleted files
5. Select the file you would like to un-delete by checking the box next to the file.
6. Click “open”

<div>Open Delete More</div>				
<input type="checkbox"/>	File Name	File ID	Classification of Person Affected	General Event
<input checked="" type="checkbox"/>	SKIN/TISSUE Event (370200)	370200	RESIDENT/CLIENT/MEMBER	SKIN/TISSUE
<input type="checkbox"/>	SAFETY/SECURITY/CONDUCT			



7. The file will open.
8. From the “More Actions” tab, you will have the option to “Un-delete” if you choose.

