



UK Health
Security
Agency

HCAI PPS Data Capture System User Guide

Deleting Records

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Document History

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Deleting records

All patient-level, Ward-level and Hospital-level records entered onto the HCAI Point Prevalence Survey (HCAI PPS) Data Capture System (DCS) can be deleted.

To delete a specific case:

- Select 'Search' from the Menu Toolbar once logged in ([Figure 1](#))
- This will redirect you to the 'Search Infection Episodes' screen ([Figure 2](#))

Figure 1: Locating Infection Episodes to be deleted

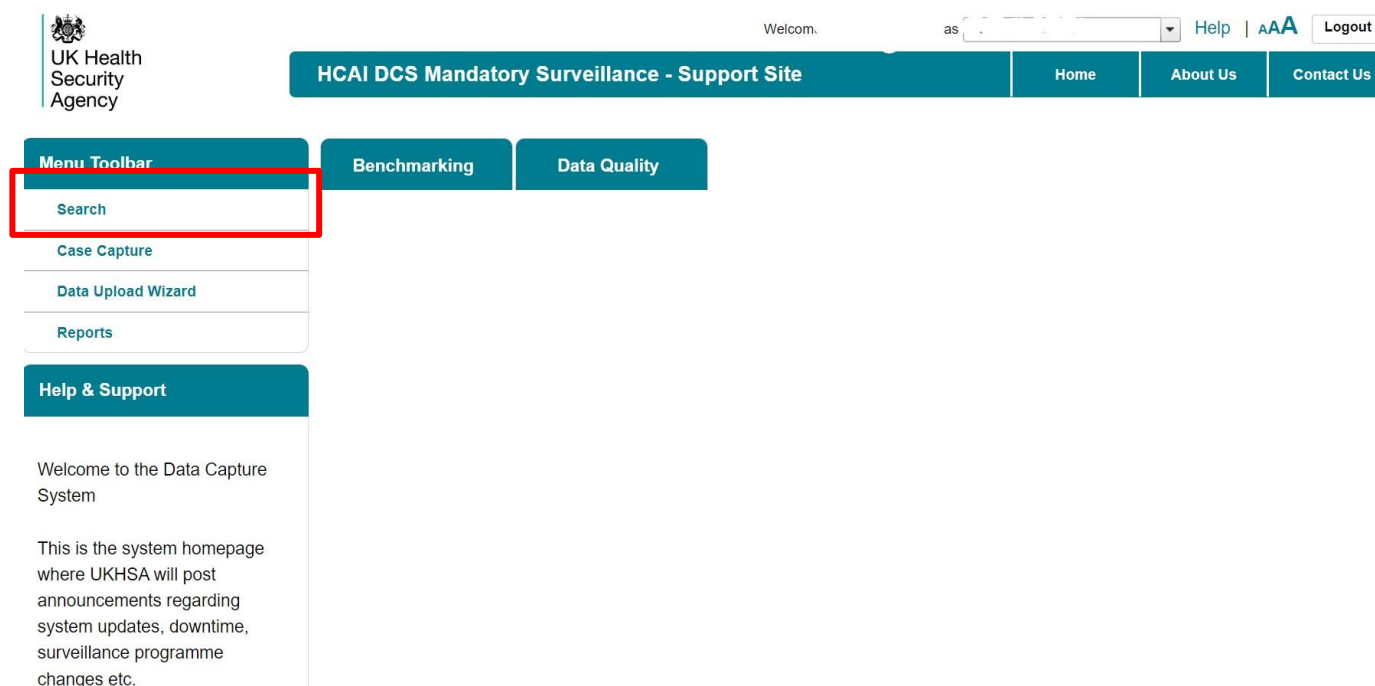


Figure 2: Search Infection Episodes Screen

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Reports

Help & Support

This page allows an infection episode to be found using the search facility.

For a more refined search result please complete as many of the search criteria as possible.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

Key to Screen Symbols

Search Infection Episodes

ID:

Condition:

First Name: ☐ Partial

Specimen Number:

Date From:

Region:

Organisation:

Incomplete for sign-off: ☐

PIR Cases: ☐

NHS Number:

Data Collection:

Surname: ☐ Partial

Date of Birth:

Age:

Date To:

Organisation Type:

Shared Cases: ☐

Apportionment Category:

Find **Reset**

	Condition	Data Collection	ID	Data Collection Date	Region	Organisation
There are no records to display						

<https://dev-icu.phe.org.uk/WebPages/CaseCapture/SearchInfectionEpisodes.aspx>

- 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 'Case Capture Search User Guide' under the section '[Help](#)' of the HCAI 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 the lower half of the 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](#))
- Multiple records can be deleted at the same time by selecting all of the IDs that you wish to delete in one go. If you wanted to delete ALL of the resulting rows from your search, then you can click on the tick box in the column header and all of the rows will then be selected.
- A delete confirmation box will appear asking to confirm the selection of records for deletion ([Figure 4](#))
 - To delete the case select 'OK'
 - HCAI 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 'Cancel'

Figure 3: Deleting cases

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

Page: 1 of 1Go

Page size: 3Change

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](#).
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