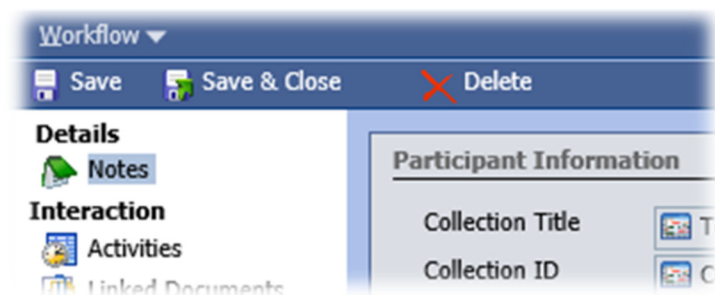


DELETING RECORDS

Most records within Achiever can be deleted, such as samples and participants. If the user is authorised to delete a record a delete button will be visible towards the top of the record screen, typically to the right of the Save button(s).



Users should only delete records created in error. Used up or checked out samples for example should be marked as such and left visible to maintain their audit trail, participants who are no longer part of a study can have their status updated to withdrawn.

Once a record has been deleted, it will no longer be visible users within Achiever. If a record has been deleted by mistake, please contact support as soon as possible as it may possible to restore the records. After a period of time the record will be permanently deleted and it **will not be possible** to restore it.

To delete a record when there is no option to do so, please contact the support team via NUService. Note the following caveats:

- Deleting a participant record may break the collection staff->collection->participant->donor relationship chain and therefore you may no longer have authorisation to view the donor record
- Deleting a participant record does not delete the sample records associated with that participant, which will continue to be visible within the Collection