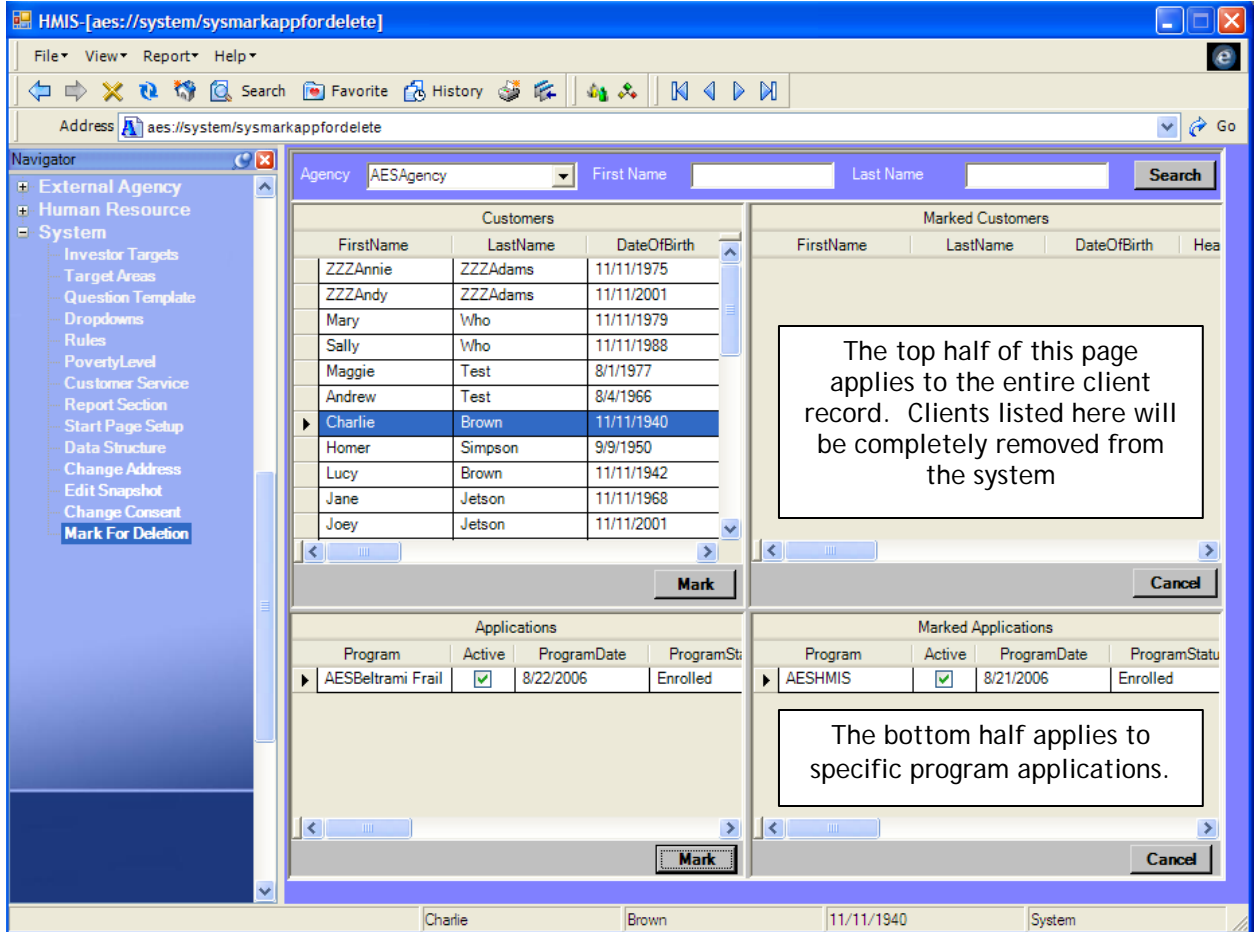


Mark for Deletion Page

Page Overview:

This page allows the System Administrator to mark Clients or Applications for deletion. It also allows the Client/Application to be unmarked. If a Client or an Application is marked, it will no longer appear in its respective listing. A Windows Service will then clean out all marked Clients/Applications after a specified period of time.



Step Number	Step Description	Notes
1	Find Client	<p>To find all Clients in an Agency</p> <ul style="list-style-type: none"> Choose Agency in dropdown Click SEARCH button <p>To find one Client</p> <ul style="list-style-type: none"> Choose Agency in dropdown Enter part or all of first and/or last name Click SEARCH button <p>All matching Clients will appear in Customers grid.</p>

Step Number	Step Description	Notes
		To see a Client Application Record: <ul style="list-style-type: none"> • Click on the Client in the Customers grid All related Application records will appear in the Applications grid.
2	Mark Client Record for Deletion - this is for the entire client record (all client data)	<ul style="list-style-type: none"> • Choose Client in Customers grid (top container) • Click MARK button beneath Customers grid Client record moves to Marked Customers grid on right.
3	Unmark Client for Deletion	<ul style="list-style-type: none"> • Choose Client in Marked Customers grid on right • Click CANCEL button Client record moves back to Customers grid on left.
4	Mark Client Application for Deletion - this is for individual program applications	<ul style="list-style-type: none"> • Choose Client in Customer grid • Choose Application to delete in Applications grid • Click MARK button beneath Applications grid Application record moves to Marked Applications grid on right.
5	Unmark Application for Deletion	<ul style="list-style-type: none"> • Choose Application in Marked Applications grid on right • Click CANCEL button Application record moves back to Applications grid on left.