

# Deleting Data Collections - Procedure

## Summary

This procedure explains how to delete Data Collections that have not been submitted for completion.

## Steps

The procedure is as follows:

1. Navigate to the **Left-hand Tool Bar**.
  - a. Click the **Business Functions** (graph) icon.
  - b. Click **Data Collections**.
  - c. Click on the line of the Data Collection you would like to delete.
  - d. Click **View/Edit Data Collection**, which can be found on the right-hand side of your screen.
  - e. You will see 4 different options under the Data Collection name (Definition, Add Member Data, Validate Member Data, and Review & Submit. Click **1. Definition**
  - f. On the right-hand side of your screen, click **Delete**.
  - g. You will receive a pop-up message stating “This action will delete the selected data collection. Do you want to continue?” Click **Yes**
  - h. The Data Collection is now deleted and will not show on your “My Data Collections” list.

**This procedure is complete.**