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.