

Delete an Improvement Item

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There may be instances where you want to delete an issue. For example, if you note that you have duplicate entries, you can delete one of them. However, the issue is not fully removed from the system; you can still view and work with these issues from the *Recovery: Improvement Plan* page or the dashboard's **Improvement Plan** tab.

Note: Improvement issues can be accessed from the Home page, as described in this procedure, or from the Incident Dashboard (select the **Improvement Plan** tab).

Tip: Alternatively, you can delete an issue by following the steps to [edit the issue](#) and changing the status to **Deleted**.

Helpful Links

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To delete an issue

1. On the *Home* page, point to **Recovery** and click **Improvement Plan**. The *Improvement Plan* page opens.
2. On the left, click **Issue View**.
3. Select the types of issues you want to view: **All**, **Open**, or **Closed**.
4. Locate the improvement issue, and click **Delete**. The *Delete Improvement Issue* window opens.
5. In the text box, enter the reason for the deletion.
6. Click **Yes**.