Record Removal

There are two ways to remove client records from tracking and your dashboard: archiving and deleting. If you are authorized to perform these tasks, the Search button in the Filters and Locate tabs contains the options you can select.

In addition, if you are authorized to work with incidents, the archive icon appears next to an ended incident in the Incidents tab.

Authorized administrators can do the following:

- Archive client records
- Delete client records
- Reinstate an archived or deleted record

You can also learn how these removed records relate to views and reports.

Archiving

Archiving removes the record from incidents and dashboards, and clears the tracking ID so that it can be used again. Client data is retained for reporting purposes.

Use the Filters or Locate tab to search for specific archived records.

You can manually archive a single client record or all clients associated with an ended incident. You cannot archive clients who are involved in an active incident.

In addition to manual archiving, your EMTrack system automatically archives patient records under the following circumstances:

- Seven days after the end of an actual incident with which the client is associated.
- Immediately (within 24 hours) after the end of an exercise, drill, or test incident with which the client is associated.

If the client or patient is not associated to any incidents, the record will be automatically archived after 90 days of inactivity.

For detailed steps, refer to Archive Client Records.

Deleting

Deleting removes clients from views and reports. You can find these patients only when you use the Filters or Locate tab to search specifically for deleted patients.

Deleting is generally used only when a record was entered by mistake. You can also use deletion to remove patients entered during training and/or testing.

For detailed steps, refer to Delete Client Records.

Reinstating

If you are authorized to do so, you can reinstate archived and deleted records. These tasks of "unarchiving" and "undeleting" can be done from the Filters tab.

For detailed steps, refer to Reinstate an Archived or Deleted Record.

Views and Reports

Following is a summary of how active, archived, and deleted client records and their associated tracking IDs are treated in EMTrack views and reports:

Feature	Active	Archived	Deleted
ID may be used by other active patients/clients	No	Yes	Yes

Included in Reports	Yes	Yes	Some*
Included in active views: Dashboards, Incident details	Yes	No	No
Included in Quick Search feature	Yes	No	No
Available via advanced searches (Filters or Locate tab)	Yes	Yes	Yes
*Since records are usually deleted only when they were created by mistake, they are not included in most reports. You can include these records in your manifest report by selecting that option in the report parameters page. You can also run patient reports that include these records.			