Deleting Personnel- September 2024 Update!

This document lays out how to delete personnel from an application in RSS.

1) Go to section **I.2: Responsible Personnel**

2) <mark>Click the pencil/paper</mark> icon next to any of the names in the section you wish to edit:

The names will all appear in a pop up:
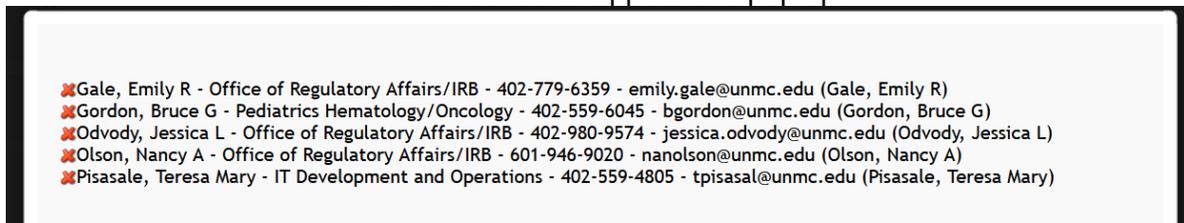
3) <mark>Click the red x</mark> next to the name(s) you'd like to delete off the application.
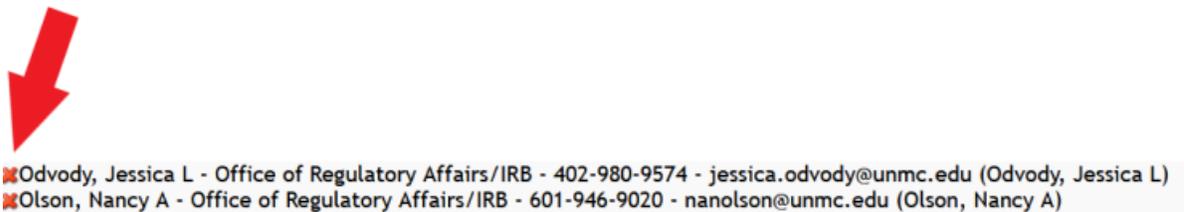
NOTE: If you click and open a section you decide not to delete anyone from, simply click "close".

4) When you're done deleting names, click the blue "**close**" button (you may need to scroll down a little bit to see it).

5) A "saving" icon will appear**.**
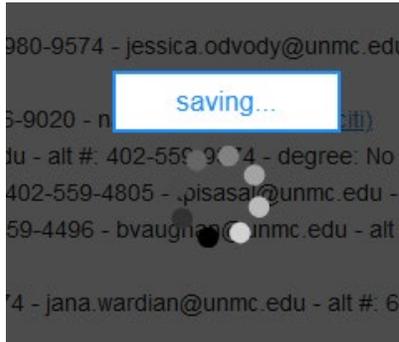
NOTE: Please do not attempt to refresh the page while it is saving.

NOTE: If the deleted personnel are listed on any consent forms, they will need to be deleted from those separately. See instructions below.

DELETING PERSONNEL OFF OF A CONSENT FORM:

NOTE: This must be done BEFORE submitting the change request.

1) Click "**manage consent forms**" on the left-hand menu.
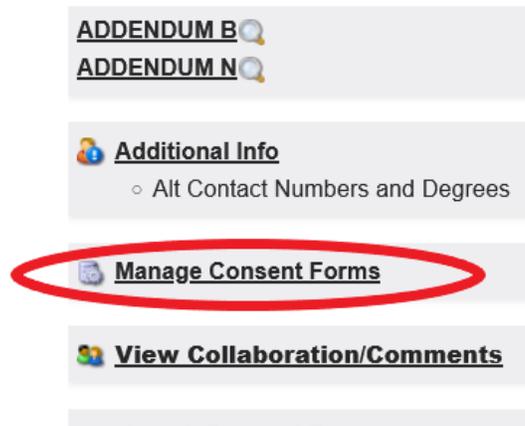
2) Click on the consent form you need to edit.

EDIT CONSENT
- CONSENT FORM
  Sep 23 2024 3:04PM - S

- NARRATIVE CONSENT
  new esig template-all signatures - S /UNMC/

APPROVED CONSENT
- CONSENT FORM - SPANISH
  new esig template-LAR only - S /NM/

- CONSENT FORM
  Practice consent form - S /Pediatric//UNMC//UNO/

INACTIVE CONSENT
- CONSENT FORM - SPANISH
  May 18 2023 4:15PM - S /UNMC/

- CONSENT FORM
  Sep 22 2023 12:30PM - S /NM//Pediatric//UNMC//UNO/

- EMERGENCY TREATMENT CONSENT FORM
  new esig template-parent - S

- CONSENT FORM
  new esig template-sub only - S /UNMC/

3) Click "**edit**" at the top of the open consent form.

CONSENT FORM - SPANISH

UNO dept: UNMC dept:

EDIT   CLOSE CONSENT

READABILITY   PRINT NM

4) This will automatically remove the deleted personnel from the consent form. Now click "**complete**".

NOTE: If there are multiple consent forms that need the deleted personnel removed, steps 2 and 3 must be done for each consent form.

VIEWING DELETE HISTORY:

On the left-hand side of the menu is now a button that says "**View Staff Delete History**".
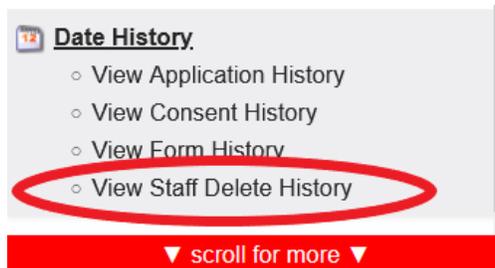
This will bring up a log of who was deleted from the application, when they were deleted, and who deleted them.

View Staff Delete Dates

Version	Deleted Name	Deleted By	Deleted Date
4	Xia, Zhiqiu	Logsdon, Sue	2024-09-25 14:32:56.733
4	Wardian, Jana L	Logsdon, Sue	2024-09-25 14:32:55.480
4	Soltis-Vaughan, Brigette S	Logsdon, Sue	2024-09-25 14:32:54.427
4	Peralta, Mikayla R	Logsdon, Sue	2024-09-25 14:32:52.050
4	O'Malley, Debra A	Logsdon, Sue	2024-09-25 14:32:49.950
4	Moss, Kathryn E	Logsdon, Sue	2024-09-25 14:32:47.803
4	Dominguez, Ahria	Logsdon, Sue	2024-09-25 14:32:45.760
4	DeHaai, Kristi Anne	Logsdon, Sue	2024-09-25 10:15:38.200
4	Crawford, Amanda M	Logsdon, Sue	2024-09-25 10:15:35.223
4	Chen, KuanHua	Logsdon, Sue	2024-09-25 10:15:31.030
4	Berger, Megan (Megan) K	Logsdon, Sue	2024-09-25 10:15:19.400
4	Epperson, Kevin J	Logsdon, Sue	2024-06-05 16:17:26.110
4	Ludwig, Bryan M	Logsdon, Sue	2024-06-05 16:17:10.287
4	Kotulak, Gail D	Logsdon, Sue	2024-06-05 16:16:54.150
4	Hicks, Lindsay J	Logsdon, Sue	2023-09-20 09:38:32.443
4	McCain, Natalia Tellez	Logsdon, Sue	2023-09-20 09:38:16.520

CLOSE