

Your MiCIL has a small trash can icon for Administrators to delete people.
It is found in the ADMIN/Manage People Records area.

Note: The delete key will also work when you have the record highlighted.

-Warning- this is a very powerful feature and it is permanent.

-Be CERTAIN you want the name and ALL data with it gone before using the Trash Can/Delete key option.

How to Delete People or Revert Consumers/Members back to just a Person with no case for Administrator's Only:

1. Click on Admin/Manage People Records

Use the **People ID** field to look up the name of the record you want to delete and be certain that it is the 'name' record match's who you want to delete or revert.

2. Use Revert button to revert a Consumer/Member record to a Person with no case. (This deletes ALL cases along with the Service Notes and Goals. Any records on the IR Calls and Attendance tab will remain.)
3. Use Trash can *icon* at the bottom left to remove the name entirely from your system. (This removes name and ALL data associated with it.)

Staff Center | People Search | Groups | Community Activity | General Services | Reports - | Admin - | Themes - | Log Out

Manage People

First Name:

Last Name:

People ID:

Note: This area will only show Consumers opened during the integrity of your Carry Over counts. Consumer cases opened p year were already counted as a Carry Over. For these records, rather than delete it.

Manage Staff
Manage People Records
Manage Lists
Dynamic Reporting

People ID	Full Name (Last,First)	People	Calls	Cases	Revert	Change People ID By Case
1244235984	Smith, Sam	Consumer	2	2		

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Use the 'Change People ID By Case' button to remove only 1 case or to move the case to another People ID.

You can change People ID to another or use the trash can icon to delete just the one Case.

Manage People

First Name:

Last Name:

People ID:

Note: This area will only show Consumers opened during the reporting year to ensure integrity of your Carry Over counts. Consumer cases opened prior to this reporting year were already counted as a Carry Over. For these records, please close the Case rather than delete it.

People ID	Full Name (Last,First)	People	Calls	Cases	
1244235984	Smith, Sam	Consumer	2	2	Revert Change People ID By Case

Change People ID By Case

Note: Changing the People ID will move this Case to another People record.

Case ID	People ID	Start Date	End Date	Active
9	1244235...	09/19/2022	10/01/2024	<input type="checkbox"/>
3021	1244235...	10/25/2024		<input checked="" type="checkbox"/>

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