

Grantee Tip Sheet for Deleting IPP Data

From the **Results List** screen you can delete results on the Results List table. You can only delete results that are *Pending GPO Approval*, *Pending Admin Approval* or *Pending Grantee Revisions* and you can only delete results when the window is open for entering results or editing results. You cannot delete results in a past quarter once the quarter is locked. We recommend that you print the result before you delete it, just in case you make a mistake.

To print the Result Record: Select the **Print** link to go to the Result Record. Once you are on the Result Record, click on the Print button at the top of the screen.

To delete results:

1. Select the **Del** link

Home > Data Entry > IPP > Results List > Result List

Program: IPPT | FFY: 2014 | FFQ: 1

Print Cancel Save Previous Next

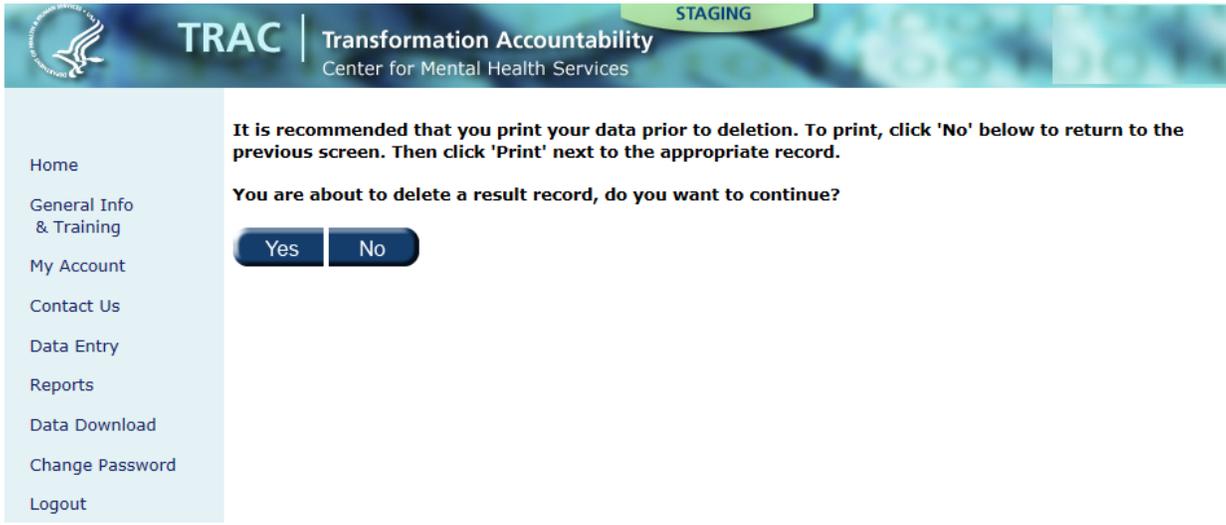
View Glossary

Results List

Add New Result

Indicator				Grant ID	Organization Name	Result Name	FFY Quarter	Status
PD2	Edit	Del	Print	ITTP001	Westat Test	A Comprehensive State Plan	2014 Q1 (10/1/2013 - 12/31/2013)	Pending GPO Review
WD3	Edit	Del	Print	ITTP001	Westat Test	A Peer Support Specialist	2014 Q1 (10/1/2013 - 12/31/2013)	Pending GPO Review
WD1	Edit	Del	Print	ITTP001	Westat Test	A Wellness Recovery Action Plan Training	2014 Q1 (10/1/2013 - 12/31/2013)	GPO Disagrees
WD3	Edit	Del	Print	ITTP001	Westat Test	Additional licensures	2014 Q1 (10/1/2013 - 12/31/2013)	Pending Grantee's Revision
WD3	Edit	Del	Print	ITTP001	Westat Test	Additional Licensures	2014 Q1 (10/1/2013 - 12/31/2013)	GPO Agrees
PD2	Edit	Del	Print	ITTP001	Westat Test	Community Readiness Assessment	2014 Q1 (10/1/2013 - 12/31/2013)	Pending GPO Review
F2	Add			ITTP001	Westat Test	MISSING DATA - ADD RECORD	2014 Q1 (10/1/2013 - 12/31/2013)	Incomplete - Pending Grantee Revision or Missing Data
F1	Add			ITTP001	Westat Test	MISSING DATA - ADD RECORD	2014 Q1 (10/1/2013 - 12/31/2013)	Incomplete - Pending Grantee Revision or Missing Data

- The system will remind you about printing your data before you delete it. Confirm that you want to delete record by selecting **Yes**. Or click **No** to return to the Result List.



The screenshot shows the TRAC (Transformation Accountability Center for Mental Health Services) interface. At the top, there is a header with the TRAC logo and the text "Transformation Accountability Center for Mental Health Services". A "STAGING" label is visible in the top right corner. On the left side, there is a navigation menu with the following items: Home, General Info & Training, My Account, Contact Us, Data Entry, Reports, Data Download, Change Password, and Logout. The main content area displays a confirmation message: "It is recommended that you print your data prior to deletion. To print, click 'No' below to return to the previous screen. Then click 'Print' next to the appropriate record." Below this message, it asks "You are about to delete a result record, do you want to continue?" and provides two buttons: "Yes" and "No".

- When you click **Yes** a message at the top of the Results List screen will appear stating, **“Record deleted successfully.”**



The screenshot shows the TRAC system interface after a record has been deleted. The header and navigation menu are the same as in the previous screenshot. A yellow banner at the top of the main content area displays the message "Record deleted successfully." Below the banner, there is a row of buttons: "Print", "Cancel", "Save", "Previous", and "Next".