UNDS

Instructional Documentation

Title: WPS Online Evaluation System - Remove Client Data from Assessment **Description:** How to remove client data from the Online Evaluation System.

Instructions

- 1. Login to the Online Evaluation System at http://platform.wpspublish.com
- 2. Click into the client's name



3. Click into the Assessment under **Administered Assessments** to the right of *My Clients*

First Name Jane	Last Name Doe	ID 1003	Gender Female	Ŧ
Date of Birth			Email	
February	3	2015	$\overline{\nabla}$	
Current Age: 5 years	5 months			
Current Age: 5 years	5 months		🗹 i	± ±
Current Age: 5 years Start Administration Administered As	5 months		i	± ±
Current Age: 5 years Start Administration Administered As Assessment	5 months		آت المحافظ المح Last Updated 🝦	± ±

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4. Click into any open form or a submitted form

Assessme	nt Home	ABAS-3 FORMS	ABAS-3 REPORTS	
Assessment D	etails			
	Assessment: Administration Title: Description: Administration Start Date: Age at Start of Administration:	ABAS-3 ABAS-3 started on 7/30/20 7/30/2020 5 year(s) 5 month(s)		
Open Forms	Respondent 🗎	Status	Date 💧	Delivery Method
ABAS-3 has no pend	ling forms.		v	
Submitted Forr	ns			
Form 🔺	Respondent 🍦	Status 🍦	Date 🝦	Delivery Method 🍦
Parent Form	Jane Doe	Review Required	7/31/202) In person
		Add Form		

5. Near the top center of the following window find and click on the picture of a Trash can

For a limited t Review Form	ime assessm	em monitois die dva	liable free to	(010111-11	Dizidiiiloneis you cz	an tind ofoduld manuals under ine /	Assessments me	8
Jane Doe	CLIENT	ABAS-3 Parent Form	ASSESSMENT	\mathbf{T}	Ü	Validate Form Close		7
		Review Required	FORM STATUS					
Adapt	tive Behav	ior Assessmen	t System,	Th	ird Edition		Auto Scroll	
Paren	t Form	Self-Direction	25 Items					
211 Item	S		REHAV		ΔTING S			

6. Choose **Yes** to delete this form and click **Ok**



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unlocking potential



7. Once there are no open or submitted forms, in *Assessment Home*, continue to click on the client's name and then click into the picture of the *Trash can* under **Administered Assessments**

Assessme	ent Home	ſ	ABAS-3 FORMS	ABAS-3 REPORTS
Assessment D	Details			
ABAS-3 Marine from the second	Assessment: Administration Title: Description:	ABAS-3 ABAS-3 started on 7/30/20		
	Administration Start Date: Age at Start of Administration:	7/30/2020 5 year(s) 5 month(s)		
Open Forms				
Form 🔺	Respondent 🔶	Status 🔶	Date 🔶	Delivery Method
ABAS-3 has no pen	iding forms.			
Submitted For	ms			
Form 🔺	Respondent 🍦	Status 🍦	Date 🖕	Delivery Method 🍦
ABAS-3 has no sub	omitted forms.			

Administered Assessments			+
Assessment A	Last Updated 🍦		
ABAS-3	7/31/2020	Ū	
Client Notes ►			+

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- 8. Click **Yes**, **I'm sure** and then click the button titled **Close**.
- 9. In the *Client Home* area click on the picture of the *Trash can*. This will allow you to delete the client entirely.

Client Home			
Client Information			
First Name Jane	Last Name Doe	ID 1003	Gender Female
Date of Birth February	3	2015	Email
Current Age: 5 years 5 mon Start Administration	ths		Image: Second

10. Click Yes, I'm sure and then Close

urren	Delete Client?
Start 4 dmi	Are you sure you want to delete this client? Deleting it will also delete related data, such as progress reports. Yes, I'm Sure Cancel
rer	Delete Client?
rt 4	Successfully deleted Client

- Please note, receiving the message 'could not delete this Client; it's currently in use' would refer to open or submitted forms still existing for that specific client.
- The process to remove entire clients in this manner was made to avoid unwanted data loss.

If you have any trouble, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at support@wpspublish.com.