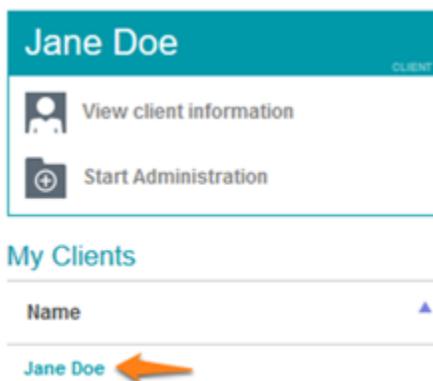


**Title:** WPS Online Evaluation System - Remove Client Data from Assessment

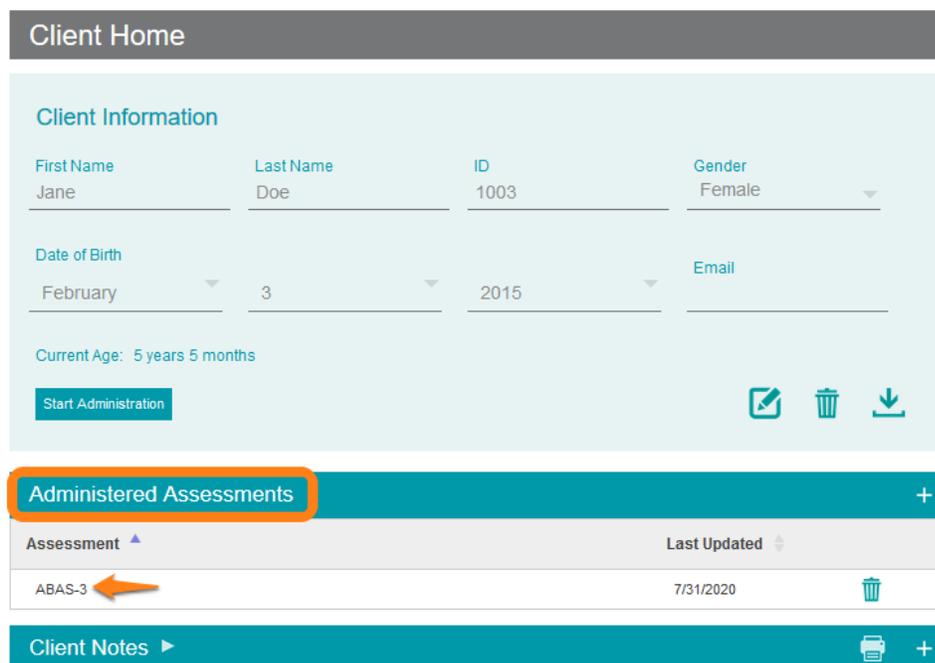
**Description:** How to remove client data from the Online Evaluation System.

### Instructions

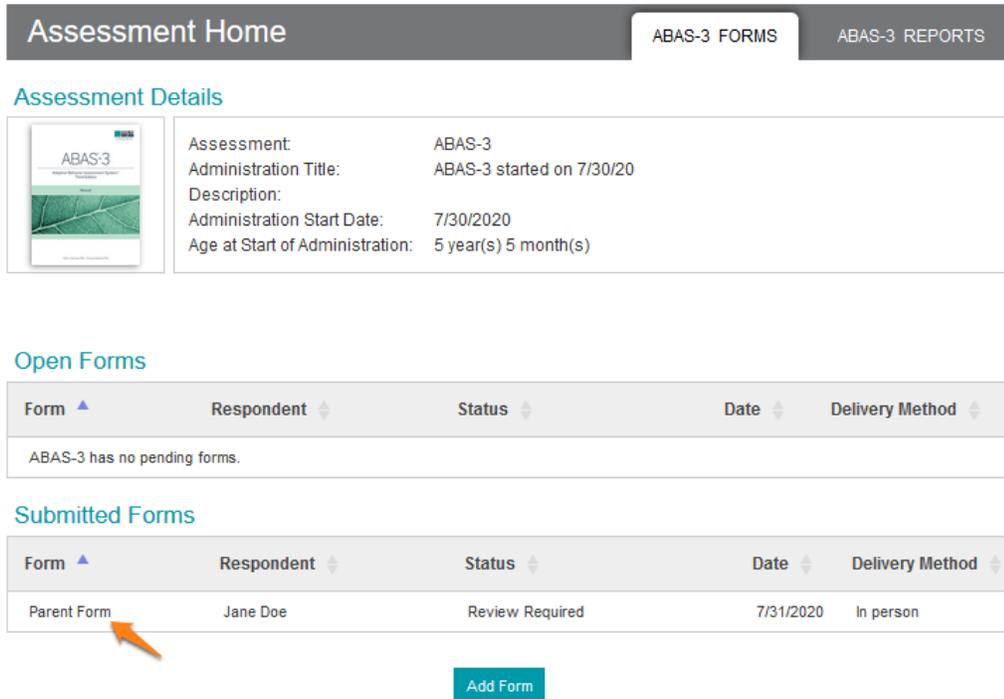
1. Login to the Online Evaluation System at <http://platform.wpspublish.com>
2. Click into the client's name



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



4. Click into any open form or a submitted form



**Assessment Home** | ABAS-3 FORMS | ABAS-3 REPORTS

### Assessment Details

	Assessment: ABAS-3
Administration Title: ABAS-3 started on 7/30/20	
Description:	
Administration Start Date: 7/30/2020	
Age at Start of Administration: 5 year(s) 5 month(s)	

### Open Forms

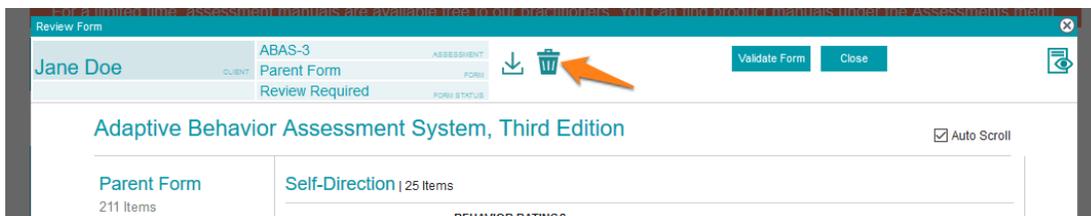
Form	Respondent	Status	Date	Delivery Method
ABAS-3 has no pending forms.				

### Submitted Forms

Form	Respondent	Status	Date	Delivery Method
Parent Form	Jane Doe	Review Required	7/31/2020	In person

[Add Form](#)

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

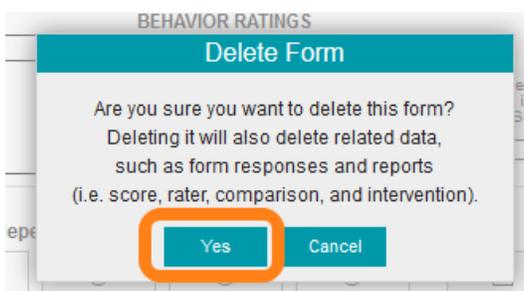


Review Form | Jane Doe | ABAS-3 | Parent Form | Review Required | Validate Form | Close

Adaptive Behavior Assessment System, Third Edition

Parent Form | Self-Direction | 25 Items

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

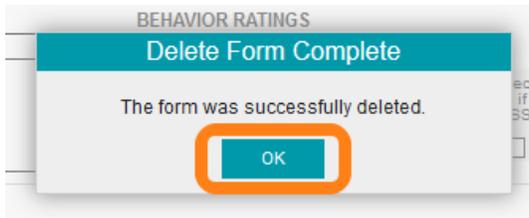


**BEHAVIOR RATINGS**

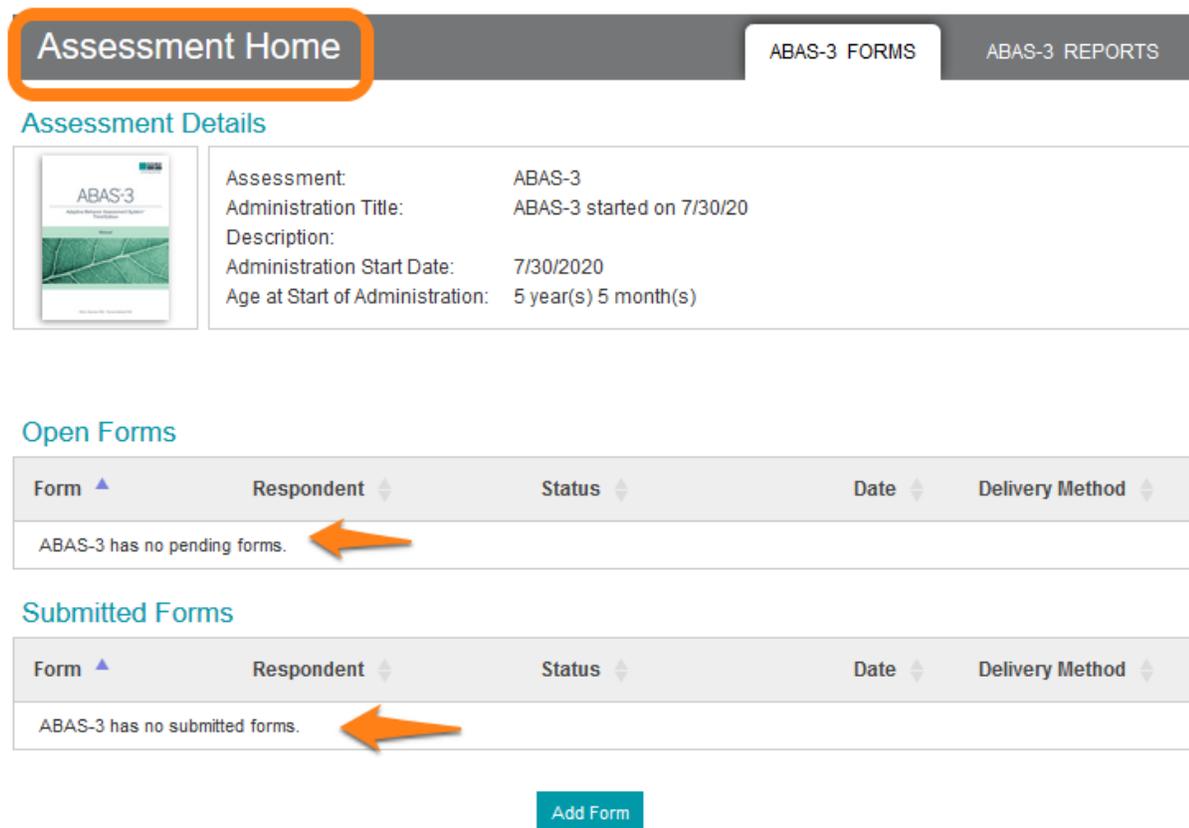
### Delete Form

Are you sure you want to delete this form?  
Deleting it will also delete related data,  
such as form responses and reports  
(i.e. score, rater, comparison, and intervention).

**Yes** | **Cancel**



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**



**Assessment Home** ABAS-3 FORMS ABAS-3 REPORTS

### Assessment Details

Assessment:	ABAS-3
Administration Title:	ABAS-3 started on 7/30/20
Description:	
Administration Start Date:	7/30/2020
Age at Start of Administration:	5 year(s) 5 month(s)

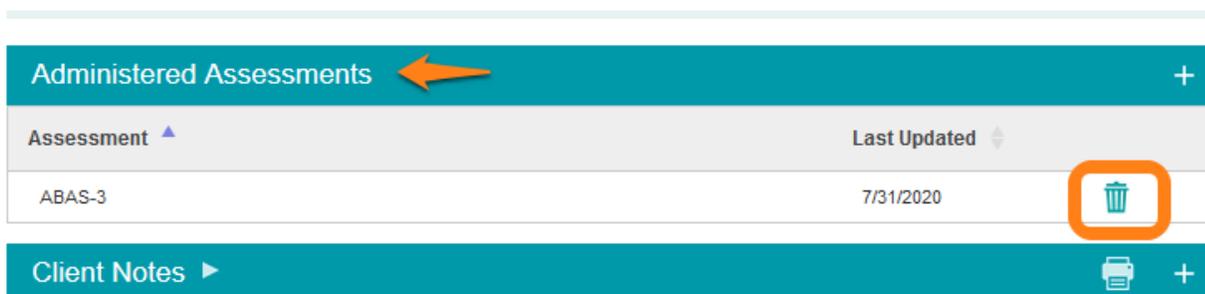
### Open Forms

Form	Respondent	Status	Date	Delivery Method
ABAS-3 has no pending forms.				

### Submitted Forms

Form	Respondent	Status	Date	Delivery Method
ABAS-3 has no submitted forms.				

[Add Form](#)

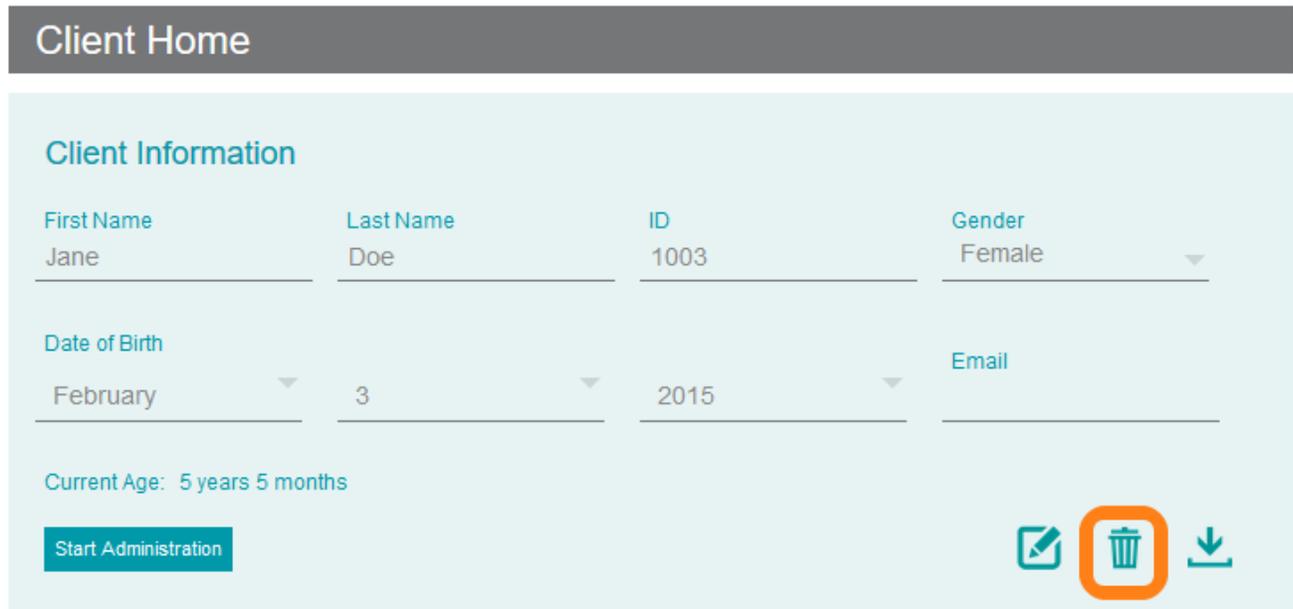


### Administered Assessments

Assessment	Last Updated
ABAS-3	7/31/2020

Client Notes

- Click **Yes, I'm sure** and then click the button titled **Close**.
- 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

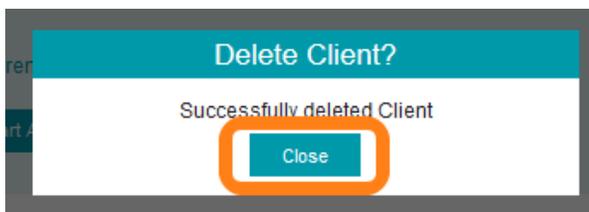
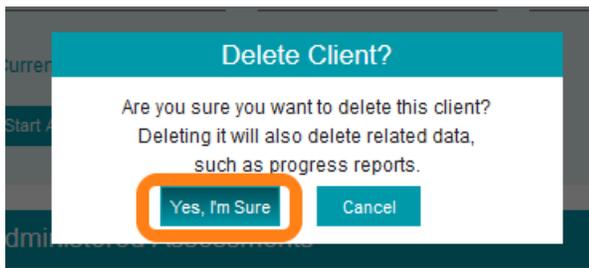
First Name	Last Name	ID	Gender
Jane	Doe	1003	Female
Date of Birth			Email
February	3	2015	

Current Age: 5 years 5 months

[Start Administration](#)

- Click **Yes, I'm sure** and then **Close**



- 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](mailto:support@wpspublish.com).