

## Case Deletion

### Summation Express/Pro

- **Permissions to delete Cases**
  1. **Admin Role is needed to add permissions before a user or group can be assigned deletion rights.**
- **Permissions to add to an Admin Role**
  1. **Log in to the Summation Console using administrator rights.**
  2. **Click on the Management tab.**
  3. **Click on the Admin Roles tab.**
  4. **Select the role from the Admin Roles *List*.**
  5. **Click on the Features tab.**
  6. **Select the Permissions.**
  7. **Select Delete Case, which Grants the right to delete cases on the Home page.**
  8. **Click Save.**
- **Deleting a Case**
  1. **Highlight case and then click the Delete Case button to delete it from the Case.**

### Summation iBlaze

- **Permissions to delete Cases**
  1. **Open up the Administrator Console.**
  2. **Select the **Group Tab**.**
  3. **Select User Group.**
  4. **Under **Permission Tab** > **Case**. Select **Delete Case**.**

Note: Any group can have these rights. Not just the Admin Group.
  5. **Click **Apply**.**
  6. **Click **Ok**.**
- **Deleting a Case**
  1. **Access the **Select a Case to Load** dialog using one of the following methods:**
    - A) **In the **Case Explorer**, right-click the case name and select **Open a Case** from the menu.**
    - B) **From the **Case** menu, select **Open**.**
    - C) **Click **Open** on the toolbar.**
    - D) **The **Select a Case to Load** dialog is displayed.**
  2. **Right-click the case that you want to delete and select **Delete Case '<case name>'** from the menu. A message is displayed asking if want to delete the case.**
  3. **Click **Yes**. A second message is displayed asking if you are sure that you want to delete it.**
  4. **Click **Yes**. The case is deleted and removed from the case list.**
  5. **Click **Close** to close the case list.**