

# Deleting Documents

## Summation Express/Pro

### • Deleting Documents

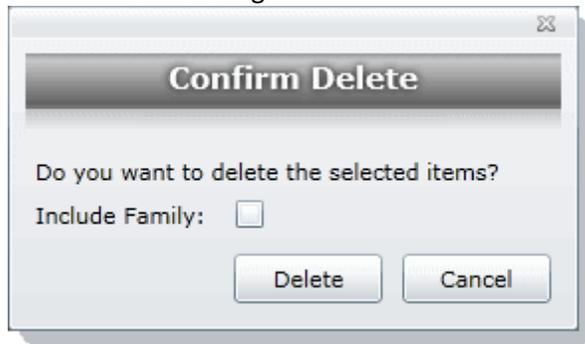
Users with the Edit Document permission can delete documents in the Item List panel of the Case Review. Users must be careful when deleting documents that the case is backed up first.

You cannot delete documents that are a part of a production set.

Note: Documents that have been brought into Summation using the Evidence Processing Wizard cannot be deleted.

1. Log in as a user with *Edit Document* permissions.
2. Click the *Case Review* button  in the *Case List* panel next to the case.
3. In the *Case Review*, ensure that the *Item List* panel is showing.
4. Check the documents that you want to delete. Skip this step if you are deleting all the documents.
5. In the first *Actions* drop-down, select one of the following:
  - A) **Checked**: Select this to delete just the checked documents.
  - B) **All**: Select this to delete all of the documents, including documents on pages currently not visible.
6. In the second *Actions* drop-down, select **Delete**.
7. Click **Go**.

Confirm Delete Dialog



8. Check **Include Family** to delete family documents as well.
9. Click **Delete**.
10. The job is sent to the Work List for the case manager to complete.

## Summation iBlaze

### • Deleting Summaries

You can delete summaries while in **Edit** mode of the column view or the form view of the **Core Database**.

### • Deleting a Single Summary

1. While in column view or form view of the **Core Database**, press **F2** to enter **Edit** mode.
2. Search for or otherwise navigate to the summary that you want to delete.
3. If you are in the column view, click in any of the records' columns to make it active.
4. To actually delete the summary:
  - A) If you are in the column view, from the **Summary** menu, select **Tools** and **Delete this Summary**  
**OR**  
Right click the record number to the left of the database record and select **Delete this Summary**.
  - B) If you are in the form view, from the **Summary** menu, select **Tools** and **Delete this Summary**.
5. Click **OK**.
6. Click **Yes** to delete the associated document in the **ocrBase**.

### • Deleting Multiple Summaries

1. Open the **Core Database** in either form view or column view.
2. If you would like to delete all of your records, proceed to Step 3. If you would like to delete a subset of records, perform a search to display the record set that you would like to delete.
3. Press **F2** to enter **Edit** mode. (For additional methods to switch to **Edit** mode.)
4. From the **Summary** menu, select **Tools** and **Purge Summaries**.
5. Click **Yes**.  
If any of the summaries has an **ocrBase** document associated with it, a message is displayed asking if you

	<p>want to delete the associated documents.</p> <p>6. Click <b>Yes</b> to delete the associated documents in the <b>ocrBase</b>, or <b>No</b> to leave them.</p> <p>7. Click <b>OK</b>.</p>
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