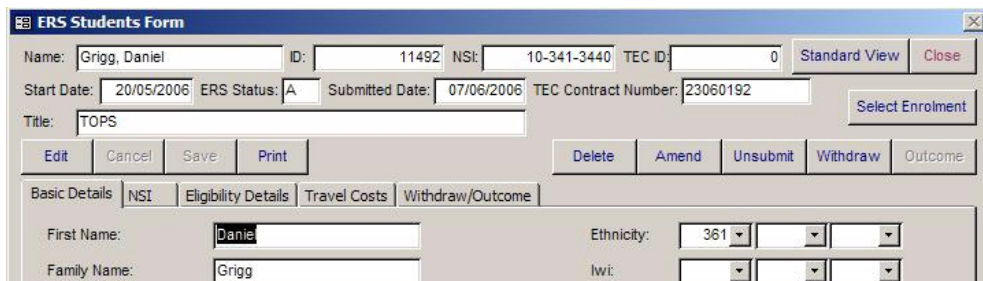


Overview

The delete transaction is used when you wanted to remove a person from a programme if they had entered them in error, or if you had entered the trainee and they never turned up. You should **NOT** use this transaction for a trainee who was validly enrolled in a course and chose to leave. You should use the Withdraw transaction in this case.

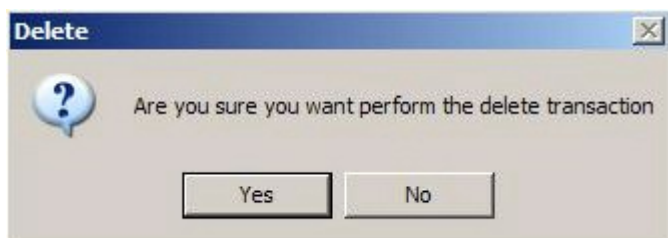
You can only delete a placement if one of these conditions is met:

- The placement was submitted today
- The start date of the placement (not of the contract itself) has not yet been reached.



The screenshot shows the 'ERS Students Form' for Daniel Grigg. Fields include Name (Grigg, Daniel), ID (11492), NSI (10-341-3440), TEC ID (0), Start Date (20/05/2006), ERS Status (A), Submitted Date (07/06/2006), and TEC Contract Number (23060192). The title is 'TOPS'. Buttons for Edit, Cancel, Save, Print, Delete, Amend, Unsubmit, Withdraw, and Outcome are visible. The 'Delete' button is highlighted with a red box.

1. Click the Delete button on the ERS form.
2. Confirm that you sure you wish to delete trainee



A 'Delete' dialog box with a question mark icon. The text reads: 'Are you sure you want perform the delete transaction'. There are 'Yes' and 'No' buttons.

3. You will be prompted to log into the ERS if you have not already done so.



The 'Electronic Receiving System (ERS) Login' form has fields for 'User name' and 'Password'. There are 'Login' and 'Close' buttons. A note at the bottom says: 'If you have problems logging in with your username or password send an email to: tertiary.help@minedu.govt.nz'.

4. The details will be submitted and confirmation will be displayed in the panel below.



A confirmation message box displaying the text: 'SUCCESS (06/06/2006 4:19:49 p.m.)'.