

How to Remove a Participant

To remove a participant from a service, select the checkbox next to the participant name in the Service Participants list.

The screenshot shows the 'Service Participants' interface. At the top, there are search filters for Person ID, Case ID, Name, Email, and Status. Below the filters is a table with columns: Name, Email / Phone, Additional Information, and Status. The first row has a checkbox selected, and the status is 'Registered'. Below the table, it says 'Displaying records 1 of 1'. At the bottom, there are buttons: 'Remove' (circled in red), 'Register Participant', 'Import Participants', 'Show History', 'Save' (circled in red), and 'Cancel'.

Then click the Remove button. A warning will be displayed asking you to confirm you wish to remove the participant(s). Select OK.

The dialog box contains the text: "Are you sure you want to remove selected participant(s)?". Below the text are two buttons: "OK" (highlighted with a red arrow) and "Cancel".

There are business rules that may result in one or more messages when you try to remove a participant:

- If no participant has been selected, an error will display: "No participant has been selected to remove"
- If remove is selected for an Individual service and the participant has existing sessions, a warning will display: "One or more participants have at least one Session date recorded Are you sure you want to remove selected participant(s)?"



This business rule is to prevent you from inadvertently removing a participant who has participated in sessions.

If a participant is removed from a service and there are others on the waitlist, providing there number of registered or pre-registered participants has dropped below the maximum, a warning will display to prompt you to consider registering a participant from the waitlist.