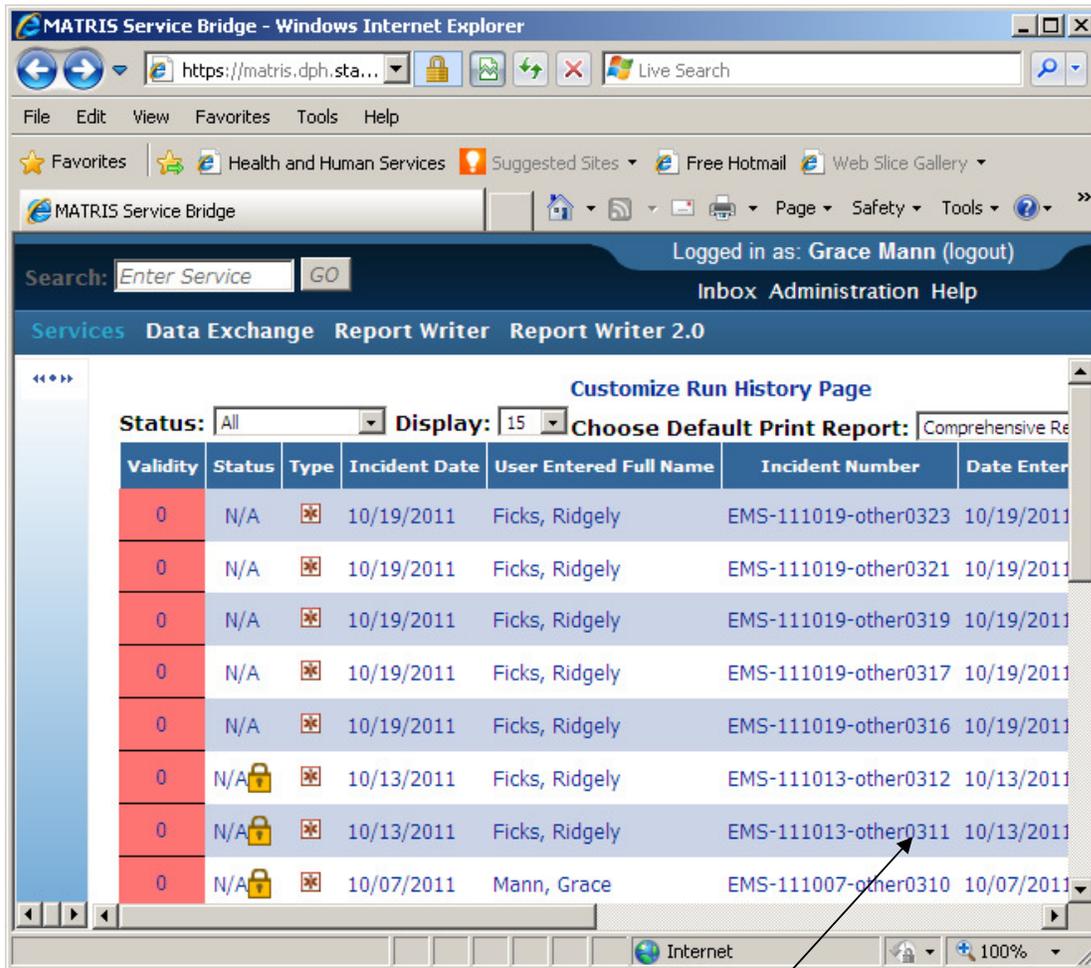


Deleting a MATRIS Run File

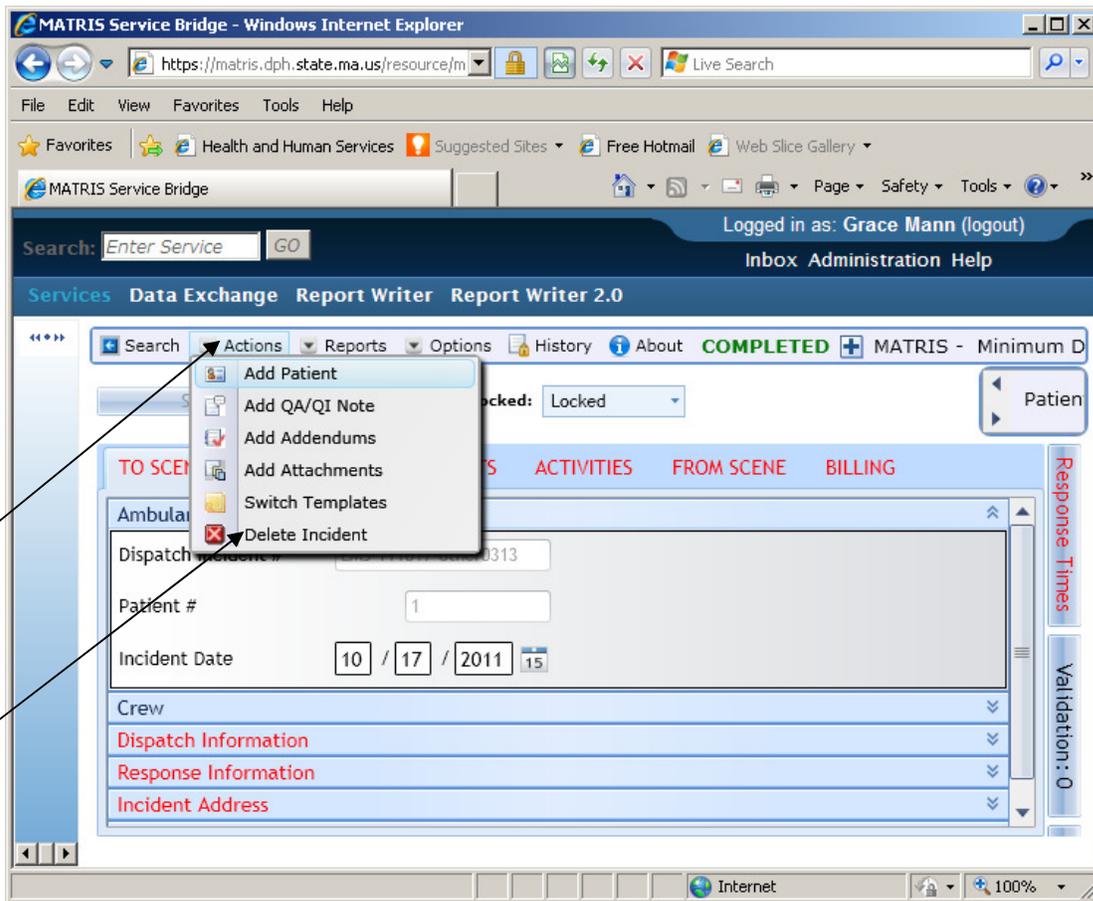
1. Open MATRIS and create a “Run History” report.



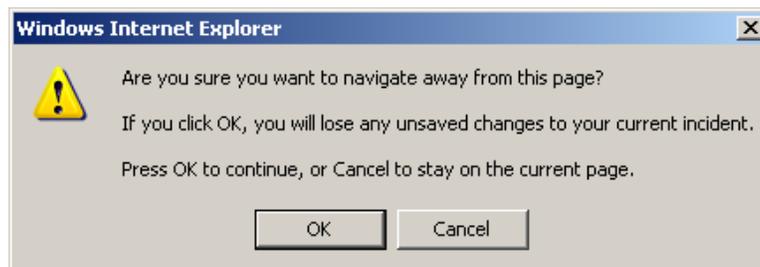
2. Find the run you want to delete and click on the “Incident Number” in the Incident Number Column.

I am choosing EMS-111013-other0311

This screen will open.

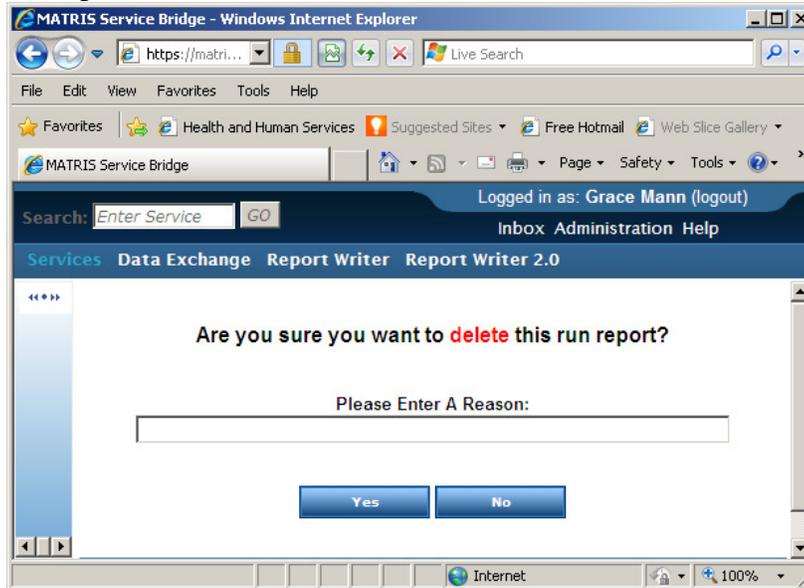


3. Select “Actions”; second from the left at the top of this screen.
4. Select “Delete Incident” from the drop down list.

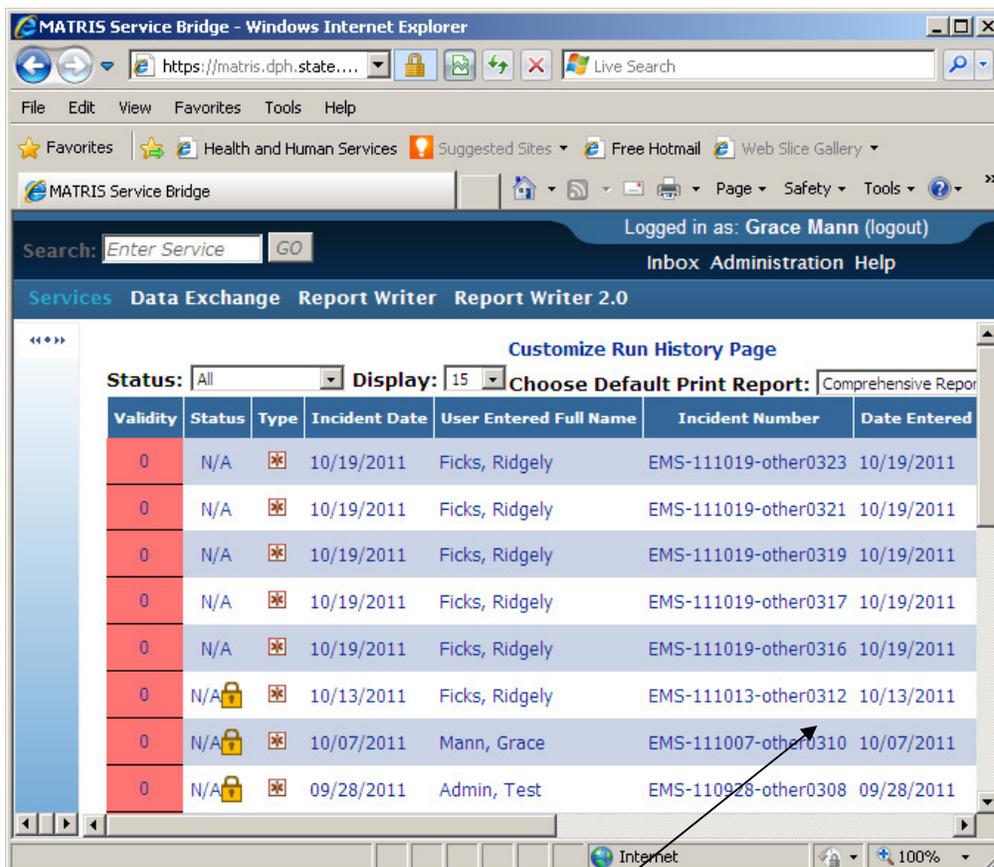


5. This screen will appear; if you are sure you have selected the correct run, click on “OK”

This screen opens.



6. You may or may not have to enter a reason, each service is setup according to their own preference. If you don't know check with the appropriate person in your organization.
7. Select Yes if you want to proceed.



This screen opens again – the selected run report has been deleted.