## **Deleting a MATRIS Run File**

1. Open MATRIS and create a "Run History" report.

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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.

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- 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.

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Are you sure you want to delete this run report?							
Please Enter A Reason:							
Yes No							
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- 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.

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