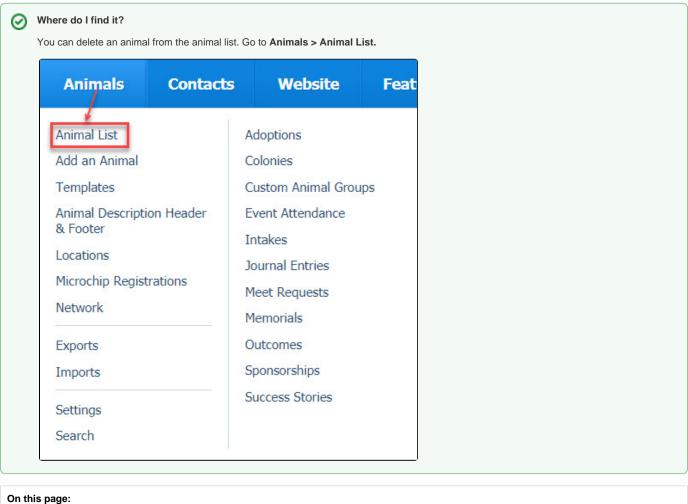
How to delete an animal



· Deleting an animal from your organization's list

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Deleting an animal from your organization's list

To delete an animal:

- 1. Navigate to the Animal List.
- 2. Scroll to the animal you want to delete.
- 3. Select the checkbox next to the animal(s) you want to delete. To bulk delete many records, you can select the All checkbox to select all animal records currently displayed in your datatable. By selecting Show Max from the Options menu, you can delete 250 records at once.
- 4. Select **Delete** from the **Actions** drop down.



• You can also edit the animal and change the status to **Deleted**.





When you delete an animal you are really just setting the animal's status to **Deleted**. That means you can go back and change the status if necessary. You can find all deleted animals on the **Data Recovery** page. See the chapter **Using data recovery** for information about recovering deleted data.

Deleted animals may be purged after 30 days, at which time they will be permanently removed from the system and cannot be recovered. See the chapter **Managing animal status** for information about changing animal statuses and to read a description of each status.

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