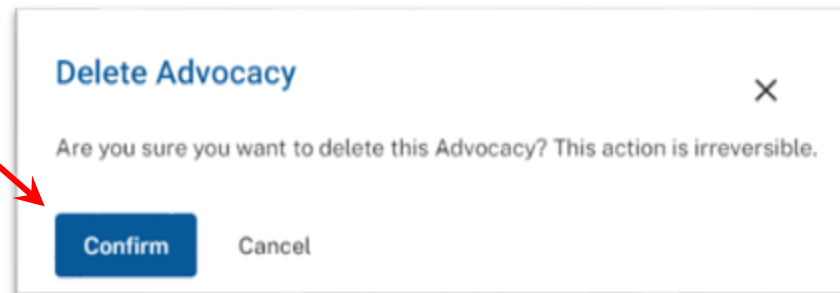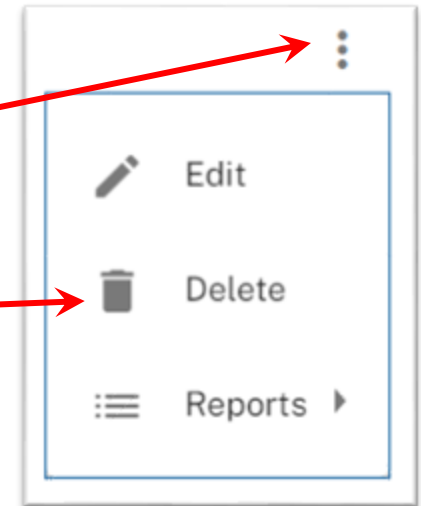# Victims Services Data Collection System Delete Advocacy Function

1. Access the Advocacy you wish to delete using the Search feature.

2. **Remove** all Services and Charges from the Advocacy.

3. Click on the **hamburger** menu.

4. Select **Delete**.

5. **Confirm** that you are sure you want to delete this Advocacy.

Edit

Delete

Reports ▶

Delete Advocacy   ✕

Are you sure you want to delete this Advocacy? This action is irreversible.

Confirm   Cancel

If the **Delete** option is not available ensure all Services and Charges have been removed.

How to Remove a Service(s)

To remove services from advocacy:

➢ Select an Advocacy: AD-0047-0723 (example)

➢ Scroll down to the Services tab, click the kebab menu, and select Delete for each service listed in this tab. Select Confirm to delete the services.

All services associated with the advocacy must be deleted.

Services Provided

▼ Open filters

Service Name	Advocate	Date Provided	Related Charged Offense(s)	
› Restitution: Enforcement	Foster, Patricia	5/3/2023	Other Crimes Against Persons	⋮
› Summary of Virginia's Crime Victim and Witness Rights Act: Pre-printed Materials	Foster, Patricia	5/3/2023	Other Crimes Against Persons	Edit
› Summary of Virginia's Crime Victim and Witness Rights Act: Explanation	Foster, Patricia	5/3/2023	Other Crimes Against Persons	Delete ⋮

Confirm Delete Service

After clicking Confirm wait to see the Success icon before proceeding further.

Delete Service   ✕

Are you sure you want to delete this Service? This action is irreversible.

Confirm   Cancel

✓

Success

Delete successful!

How to Remove a Charge(s)

To remove a charge(s) from advocacy:

➢ Select an Advocacy: AD-0047-0723 (example)

➢ Scroll down the Charged Offenses section. Click the kebab menu and select Delete for each charge to delete.

All charges associated with advocacy must be deleted.

Charged Offenses

▼ Open filters

Charged Offense Id	Charged Offense	Victimization Type	Charge Date	Local Case Number	Charge Status	Services Provided	
CO-0038-4182	Other Crimes Against Persons	Other	5/1/2023		Advocate defined other	0	⋮

Showing (1-1) of 1 |< < 1 > >|

Items per page 50

Edit

Delete

Confirm Delete Charge

Services must equal zero before proceeding to deleting the charge(s). **A charge cannot be deleted if a service(s) are linked to it.**

➢ Select Delete from the kebab menu.

➢ Confirm delete by selecting Yes. **This action cannot be undone.**

Charged Offenses

▼ Open filters

Charged Offense Id	Charged Offense	Victimization Type	Charge Date	Local Case Number	Charge Status	Services Provided	
CO-0038-4184	Abduction - Custodial	Kidnapping (custodial)			Appealed	0	⋮

Confirm Delete Charge Continued

Select Delete from the kebab menu. After clicking Confirm wait to see the Success icon before proceeding further.

Delete Charged Offense ✕

Are you sure you want to delete this Charged Offense? This action cannot be undone.

Yes   Cancel

✓

Success

Charged offense delete successful!
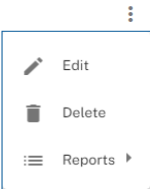
Confirm Delete Advocacy

To delete the Advocacy profile, click on "Delete" then "Confirm" and wait for the "Success" icon to appear before proceeding.

Please ensure that any associated services and charges have been deleted prior to deleting the Advocacy profile.

VSDCS Technical Assistance

For technical assistance with this VSDCS functionality and or any other, please contact:

VictimsServicesTA@dcjs.virginia.gov

Only the VSDCS Program Admin can perform the delete advocacy function.