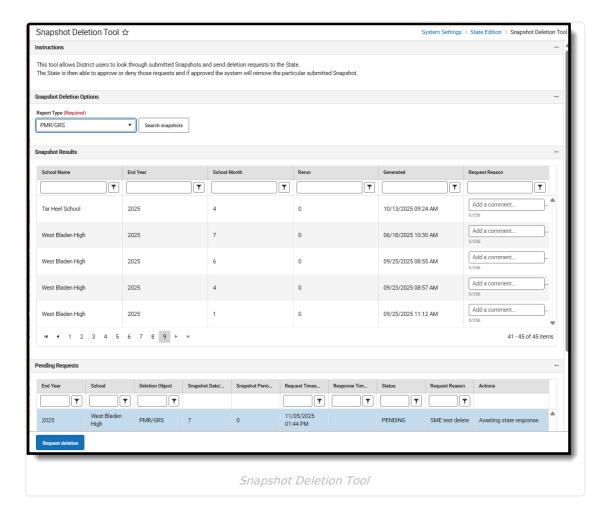


Request a Snapshot for Deletion (District Edition)

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The Snapshot Deletion Tool allows district users to request the deletion of a snapshot submitted for a state report, such as LCS or PMR. The state user can either approve or deny the request, then archive it.



Before you start

- Know which snapshots need to be deleted for which reports.
- Follow state guidance for requesting snapshot deletion.
- Limit the number of people who have tool rights to this tool.

Request to delete report snapshots

- 1. Select the **Report Type** from the dropdown list and click **Search Snapshots.** Matching results display in the Snapshot Results section. Results can be further filtered by entering values in the search/filter fields for any of the columns.
- 2. Locate the snapshot to request deletion and select that item. Selected snapshots are highlighted in blue. To select multiple items at one time, use CTRL-click or SHIFT-click.
- 3. Enter a Request Reason in the Add a comment field.



4. Click **Request deletion**. The request is sent to the state edition for determination. Once the state has processed the request (which may take a few minutes), the Status column displays either DENIED or APPROVED.

Archive approved or denied requests

After the state has processed the request, you can archive the snapshot by clicking Archive. This removes that entry from the list of Pending Requests.

What's next

Once you have submitted your request for deletion, a designated person at State Edition reviews the request and processes it accordingly, either approving the request or denying the request.