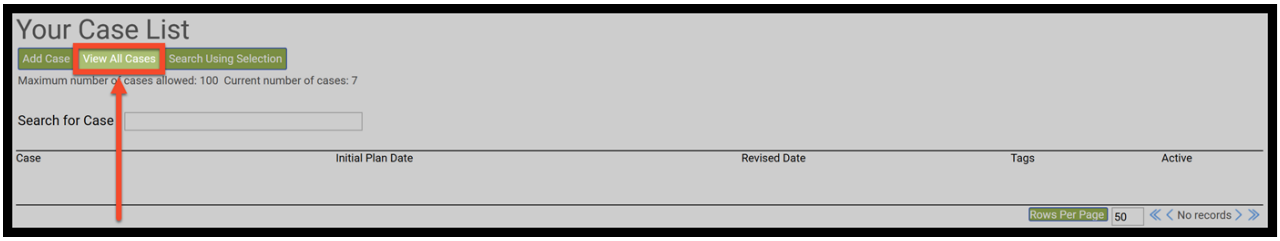
Permanently Deleting A Case

09/04/2026 11:48 am EDT

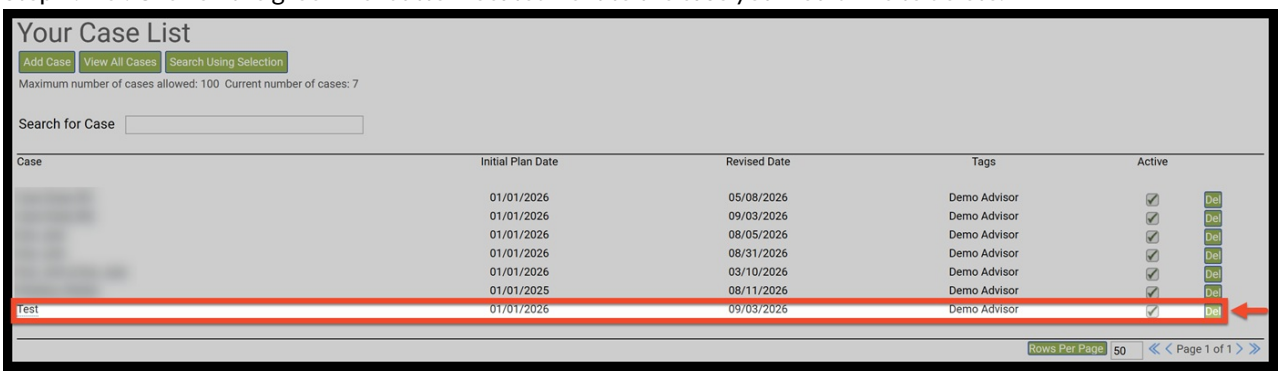
Within SIPS you have the ability to permanently delete a case. This action cannot be undone, so it's a good idea to confirm you no longer need the case data before proceeding. Below is a step-by-step walkthrough of how to permanently delete a case. The case we will permanently delete is titled Test. We will start on the Your Case List Landing page.

Related Articles & Sections: *Understanding your Case Capacity,* Decactivating A Case, Adding A New Case, *Getting Started*

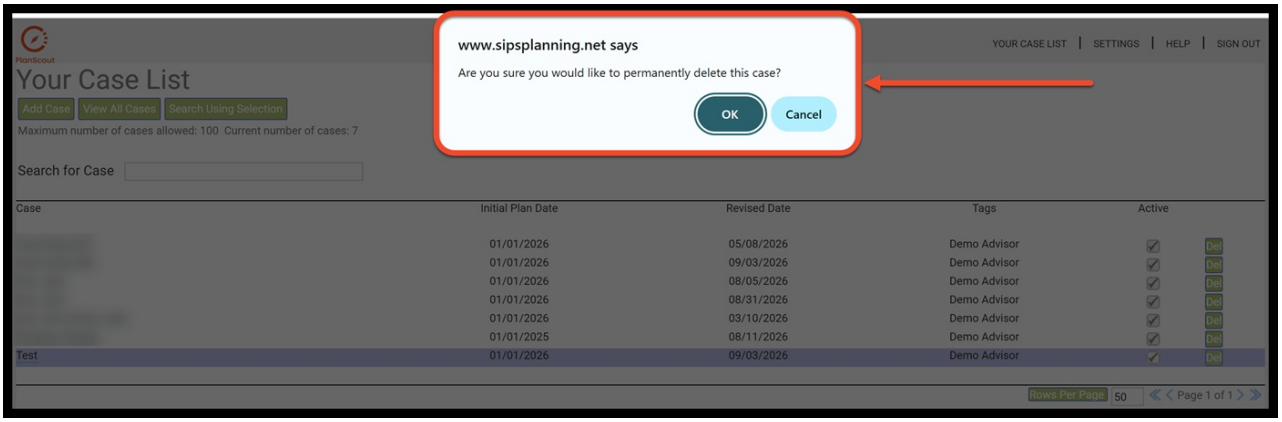
Step 1: View All Cases: Click on the green View All Cases button located underneath the Your Case List heading.



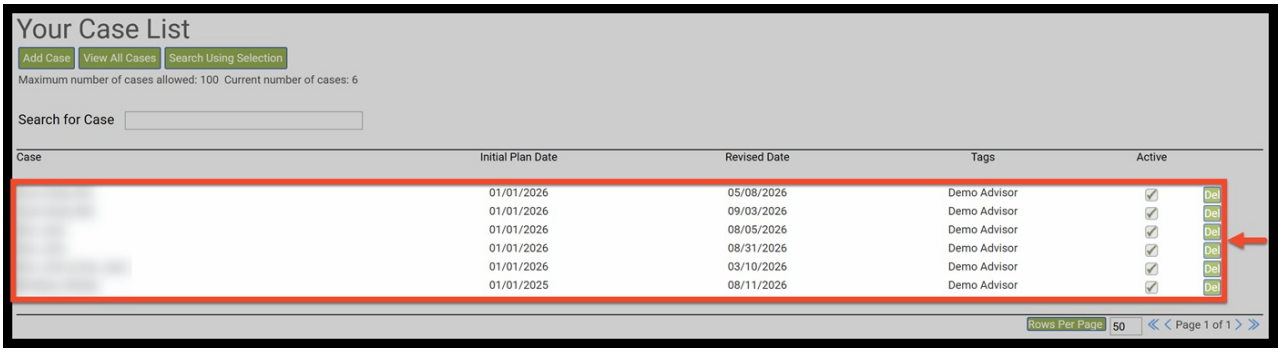
Step 2: Del: Click on the green Del button located next to the case you would like to delete.



Step 3: Permanent Deletion: After clicking on the green Del button, a sipsplanning.net text box will come up and ask, "Are you sure you would like to permanently delete this recommendation?" Click the OK button to permanently delete the item.



Step 4: Case List: SIPS will automatically delete the case. Take note that the case is no longer part of the list.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at:support@planscout.com