

Approving Image Deletions 6.5

NBIA role required to use this feature: NCIA.SUPER_CURATOR

For more information about roles, see [Creating a New NBIA User](#).

This function is part of a two-tier deletion process. A super curator can approve the deletion of image series that have been identified as "To be deleted".

To approve series deletions, follow these steps:

1. Click **Admin > Approve Deletions**.
The Approve Deletions page appears.

SEARCH CRITERIA	
Collection(s)	002-Baseline/002-Baseline
Patient ID	
Most recent submission date	From: <input type="text"/> To: <input type="text"/>

SUBMIT

2. From the Collection(s) list, select a collection (site).
3. Optionally, enter Patient IDs. Separate multiple IDs by commas.
4. Click **Submit** to initiate a search for the series marked for deletion.
5. From the results, click **View** to review the detail for an individual series. From the page that opens, click **Delete** to approve the deletion. Click the **Skip** button to go to the next series.



Tip

If you click **Skip**, this signals that you do not approve the deletion. If that is so, you should generate a report to see who requested the deletion and work with that person to resolve any deletion disagreement.

6. For batch deletion, select the checkbox for one or more series and click **Delete** to approve the deletion.

Image series approved for deletion are still visible in the system, identified as "To Be Deleted". They are removed from the system at a system-configured time, such as at midnight (called an "off-line deletion"), unless a manual deletion (called an "online deletion") is performed. For more information, see [Manually Deleting Image Series](#).



About deletions

- After an image series is approved for deletion, the action cannot be reversed.
- Any new image submissions to a series identified "To be deleted" will be successful, but the status of the series does not change.
- Images submitted to files that are identified as "Deleted" are quarantined.