How to delete a case

This documentation, including images, videos and text, is accurate as of Version 5.12 of Pascal.

We strive to keep our documentation up to date with each release to ensure it remains a reliable resource for our users. However, given the dynamic nature of our software development, there might be instances where changes introduced in subsequent versions are not immediately reflected in this documentation. We encourage users to refer to **the latest release notes** and to use the feedback mechanism for any discrepancies or requests for clarification.

A case can be deleted from the case itself, through deletion of a client or through the case manager. A user can only delete cases to which they have edit rights.

To delete a case from the case itself:

1. Open the case of interest.
2. Select the Delete case button in the Case panel.
3. Select the Confirm button.

The case has now been deleted.

To delete a case when deleting a client:

1. Open the client of intereset.
2. Select the Delete client button in the Client panel.
3. Turn on the option to Delete all associated cases of the client.
4. Select the Delete button.

To delete a case through the case manager:

1. Go to the Cases page.
2. Select Edit in the top right corner.
3. Select the case(s) that should be deleted.
4. Select the red Delete button.
5. Select the Confirm button.

6 **The case has now been deleted.**

If needed, the case can be restored from the recycle bin within 28 days. After 28 days the case will be permanently deleted.