

How to delete a client

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

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A client can be used to group certain cases together in one folder. If the client folder isn't needed anymore, it can be easily deleted with or without deleting the cases attached to it.

You can delete a client by:

- 1 Going to the Clients tab.
- 2 Select the client you would like to delete.
- 3 Click on the red Delete client button in the Client card on the right of the overview.
- 4 A popup will appear which asks you if you would also like to delete the linked cases to this client. Turn this option on if you would also like to delete the associated cases. Then select the Confirm button.
- 5 The client is now deleted, and the cases linked to it have been deleted if this option was chosen. If this option was not chosen, the cases can still be found in the Cases tab, only with one linked client less.

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