

Database Cleanup: Scanned Items

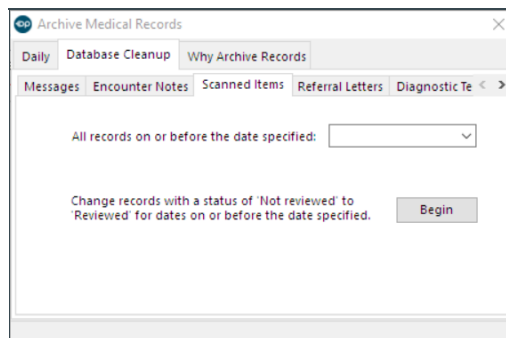
Last Modified on 09/21/2021 2:42 pm EDT

Version 20.13

Path: Admin tab > Archive Records button > Database Cleanup tab > Scanned Items tab

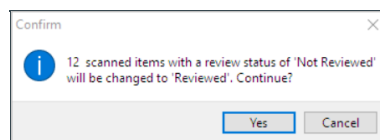
About

The Scanned Items tab of Database Cleanup updates the status of Scanned Items from 'Not reviewed' to 'Reviewed' on or before the date entered in the tab.



Set Scanned Item Update Criteria

1. Navigate to the Scanned Items tab of Database Cleanup by following the path above.
2. In the **All records on or before the date specified** field, enter a date or use the drop-down to select a date from the calendar. This determines the date, including the selected date, for which Scanned Items will be updated.
3. Click the **Begin** button to proceed.
4. A confirmation window displays the number of Scanned Items that will be updated. Click **Yes** to continue.



5. Once complete, a dialog box displays informing that the Diagnostic Tests have been updated. Click **OK**.