

Database Cleanup: Referral Letters

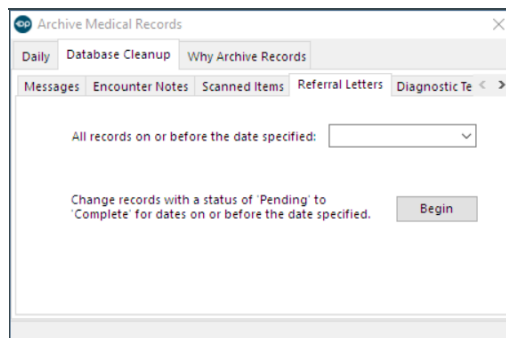
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Version 20.13

Path: Admin tab > Archive Records button > Database Cleanup tab > Referral Letters tab

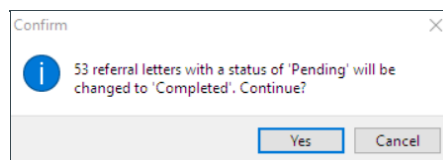
About

The Referral Letters tab of Database Cleanup updates the status of Referral records from 'Pending' to 'Complete' on or before the date entered in the tab.



Set Referral Letter Update Criteria

1. Navigate to the Referral Letters 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 Referral Letters will be updated.
3. Click the **Begin** button to proceed.
4. A confirmation window displays the number of Referral Letters that will be updated. Click **Yes** to proceed.



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