

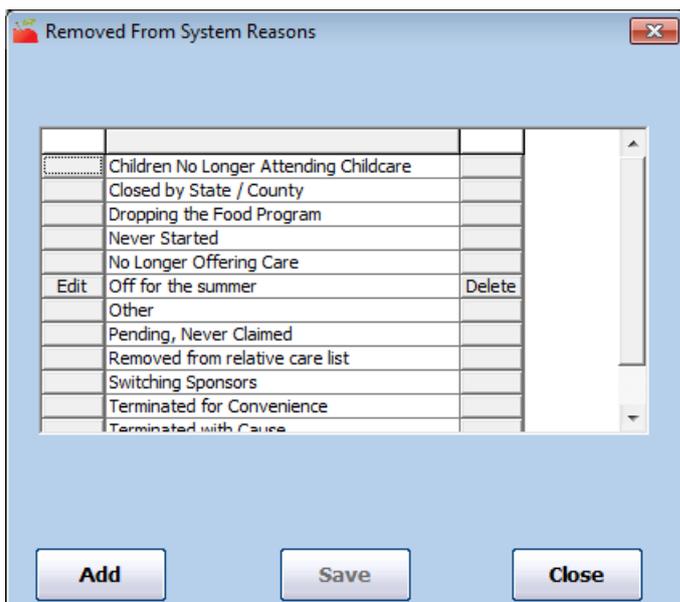
Manage Removed From System Reasons

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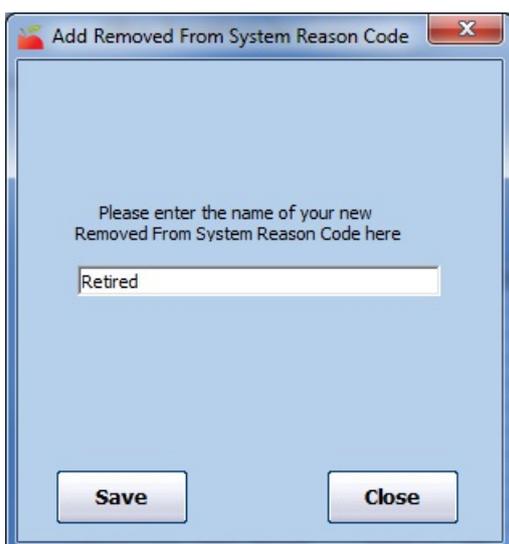
When you remove providers from your system, you must select a removal reason. You set these reasons up in the Removed From System Reasons dialog box.

Adding Removed From System Reasons

1. Click the **Tools** menu and select Removed From System Reasons. The Removed From System Reasons window opens.



2. Click **Add**. The Add Removed From System Reason Code dialog box opens.
3. Click the box and enter the removal reason code.

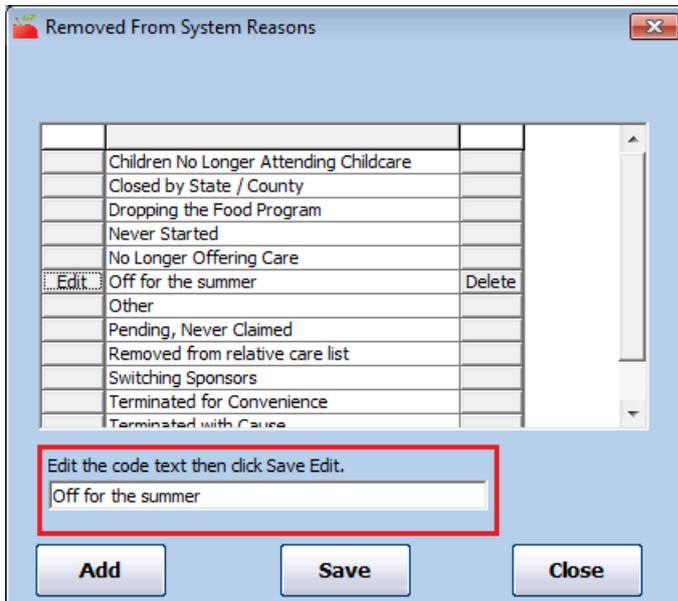


4. Click **Save**.

Changing Removed From System Reasons

You can only change reason codes you have added. The default system codes cannot be changed.

1. Click the **Tools** menu and select Removed From System Reasons. The Removed From System Reasons window opens.
2. Click **Edit** next to the reason to change.
3. Click the **Edit the Code** box and update the code text.



4. Click **Save**.

Deleting Removed From System Reasons

You can only delete reason codes you have added. The default system codes cannot be deleted.

1. Click the **Tools** menu and select Removed From System Reasons. The Removed From System Reasons window opens.
2. Click **Delete** next to the reason code to delete.
3. Click **OK** at the Are You Sure prompt. The reason code is deleted.