Remove Clients

1. Click on the Actions button.

SRA Details				▼ Actions
SRA Name	SRA for Dr Explain	SRA Unique Reference	797	
SRA Description	SRA for Dr Explain	Status	Active	
Clients	Currently 1 client selected	SRA for PPM purposes only?	No	

2. This menu will be displayed:

SRA Actions

　　Change SRA Details

Client Actions

Add Client(s)

View Clients

Remove Client(s)

3. Click on Remove Client(s) menu option. This window will then open:

Remove Clients

Select All　Clear All

☐ Demo Client

Filter...

OK　　Cancel

4. This window will contain all Clients already selected on this SRA. The User can tick one or multiple Clients to remove.

5. Use the quick search filter if there are many Clients to choose from on the SRA. If the User would like to remove all Clients on the SRA this can be done by clicking on the Select All button.

6. After selecting which Client(s) are to be removed click the OK button. The User will then be

presented with an "Are you Sure" Message. Clicking Yes will save any changes, clicking No will return to the previous screen.

7. Ostara will then remove all of the chosen Client's Buildings from the SRA.

8. Clicking Cancel will take the User back to the main SRA Scope page.