This procedure should be used to remove from the platform an OCP that was written by your institution (Institution procedures cannot be blocked).

- 1. Go to the OCP home page.
- 2. Check that you are in the institution that owns the OCP.
  - a. Click on the grey arrow to select the owner institution then click on « Switch Institutions » (see the «Changing the institution» guide for more details).



3. Click on « My institution ».



4. Click on « Institution's procedures ».

Customizations	Institution's Procedures	Blocked Procedures			

5. Select the OCP to be suppressed and open it in « Edit » mode.

View Edi	t Translate				
General Framework	Care Techniques	Progress Notes	Teaching Program	References	Memory Aid

6. Click on « Suppress » located at the bottom of the page.

Past version history		New version information						
		Provide an expl	anation of the changes yo	u have made. This will hel	p other writers better ur	derstand your rational		
SAVE	SAVF AN		CANCEI	PREVIEW	View changes	DELETE		

7. A new page will open. Click one more time on « Suppress ».

