

Delete

The screenshot shows the 'Production Records' application interface. The main window displays a table with columns: Production Date, Product Serial No., Amount, Product ID, Product Description, Operator, Quantity, and Reference No. The table contains several rows of data. A red dashed box highlights the 'Delete' option in the table's menu bar. Another red dashed box highlights the row for '06/21/2022' with Product Serial No. '21062214'. A third red dashed box highlights a confirmation dialog box titled 'WRS Alert!' with the message: 'You are about to Delete this record and all its associated entries. These associated data affects the records in "Inventory App", "T-Accounts", and other Journal records! Are you sure to proceed?' with 'Yes' and 'No' buttons.

Annotations in the image:

- Click **Delete**
- Position the **highlight bar** to that record you want to **delete**.
- After clicking **Delete**, system will prompt you this. **Yes** to proceed. **No** to abort.

To Delete,

At the '**Production Records**' section, position the *highlight bar* to the specific row that you want to **delete**. At the section menu bar, click the menu item, '**Delete**'. You will be prompted to confirm the deletion. **Yes**, to proceed to delete. **No**, to abort.

Reminder: in **Edit** and **Delete** actions, you will be asked to enter your [authorization code](#). Authorization code safeguards accidental or unintentional edit or deleting of data.