

## Delete

### To Delete

1. Position the highlight bar to the record you want to delete;
2. Click the menu bar In-house QC. Click Add;
3. A system prompt will ask you to confirm, Yes to proceed, and 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.

The screenshot displays the 'Quality Control Records' application. The main table lists records with the following columns: Date & Time, Value, Unit of Measure, and Operator. The records are as follows:

Date & Time	Value	Unit of Measure	Operator
06/05/2021 5:48 PM	630	mg	BETHANY BASCO
07/02/2021 11:16 AM	500.00	Mg/Li	Bethany Basco
07/02/2021 11:22 AM	7.00	PH	Protacio Masco
05/16/2022 2:23 PM	10.00	tds	PROTACIO MASCO

Below the main table, there is a section for 'Physical and Chemical' tests, with a table listing test details:

Test Date & Time	Third-Party Lab	Test Name	Classification	Reference No.
06/07/2021 12:00 AM	EVRCM Tacloban	PHYSICAL AND CHEMICAL ORGANIC	ORGANIC	EVRCM1001
06/08/2021 12:00 AM	EVRCM Tacloban	PHYSICAL AND CHEMICAL AESTHETIC QUALITY	AESTHETIC QUALITY	EVRCM1002
06/07/2021 12:00 AM	EVRCM LABORATORIES	PHYSICAL AND CHEMICAL DISINFECTANTS AND ITS BY-PRODUCTS	DISINFECTANTS AND ITS BY-PRODUCTS	EVRCM012345
08/03/2021 2:29 PM	EVRCM LABORATORIES	PHYSICAL AND CHEMICAL INORGANIC	INORGANIC	EVRCM1000
05/16/2022 2:25 PM	EVRCM LABORATORIES	PHYSICAL AND CHEMICAL INORGANIC	INORGANIC	TEST

Annotations on the screenshot include:

- Click menu bar **In-house QC**
- Position highlight bar
- Click **Delete**