Delete

To Delete

1. In the *Employees List* grid control, position the *highlight bar* to the record you want to delete;

2. From the section menu bar, click **Delete**;

3. You will be prompted to input your *authorization code*;

4. If authorization code is accepted, you be prompted to confirm the deletion. **Yes**, to proceed, **No** to abort the deletion;

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.