# Delete

**To delete a masterlist record**

1. At the *Supplies Masterlist* grid control, *double-click the record you want to delete* and to *enable* the menu items *Add*, *Edit*, and *Delete*;

2. At the *Records Supplies Masterlist* menu bar, click *Delete*;

3. You will be prompted to enter your *authorization code*. Then, a *confirmation prompt*, *Yes* to proceed, and *No* to abort;

4. The record will disappear from the grid control. All records linked to it were also programmatically updated.

Note: You double-click the record you want to delete, and this *double-click* action allows the menu bar to be *enabled*.

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.