Delete

To Delete a record in the Supplies-Out
1. At the **Supplies Masterlist** grid control, position the *highlight bar* to the item (record) code you want to *delete* in **Supplies-Out**;
2. At the **Navigation Panel**, click **Supplies-Out**;
3. At the **Supplies-Out grid control**, position the *highlight bar* to the specific record you want to delete;
4. At the **Supplies-Out menu bar**, click **Delete**;
5. You will be asked to enter your *authorization code*. Then, you will be prompted to confirm the deletion;
6. The highlighted record will disappear from the **Supplies-out grid contro**l.

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.