

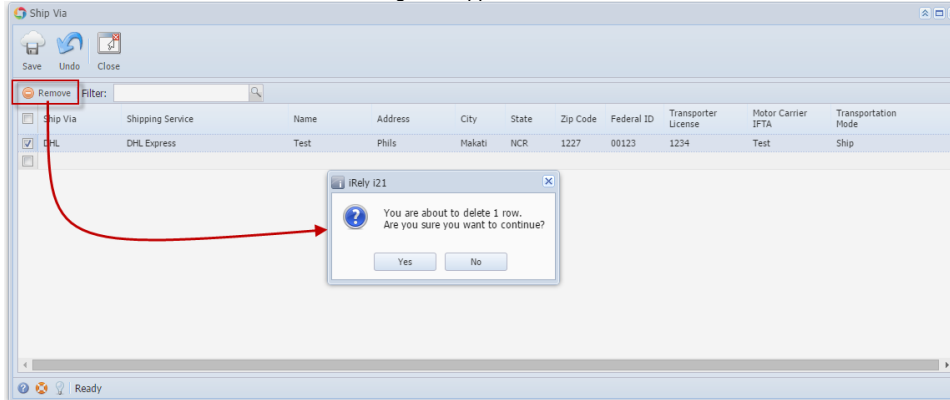
How to Delete a Shipping Method

1. On the user's menu panel go to **Common Info** folder then click **Ship Via**
2. Select a record from the list by clicking on it or the check box besides it.

Remove Filter:

Ship Via	Shipping Service	Name	Address	City	State	Zip Code	Federal ID	Transporter License	Motor Carrier IFTA	Transportation Mode	
<input checked="" type="checkbox"/>	DHL	DHL Express	Test	Phils	Makati	NCR	1227	00123	1234	Test	Ship

3. Click **Remove** button. A confirmation message will appear.



4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

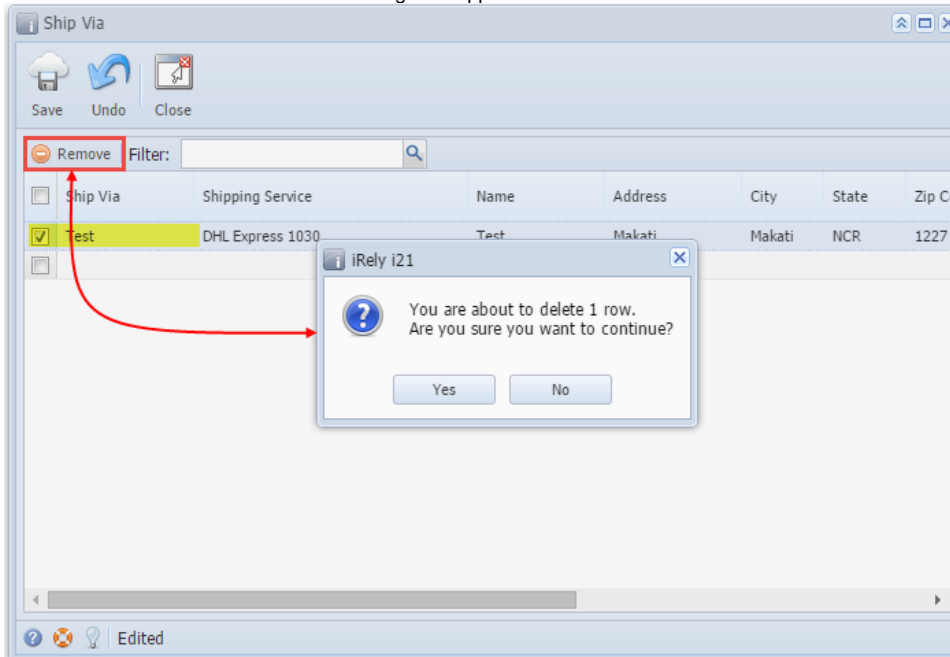
1. On the user's menu panel go to **Common Info** folder then double click **Ship Via**
2. Select a record from the list by clicking on it or the check box besides it.

Remove

Filter:

<input type="checkbox"/>	Ship Via	Shipping Service	Name	Address	City	State	Zip C
<input checked="" type="checkbox"/>	Test	DHL Express 1030	Test	Makati	Makati	NCR	1227

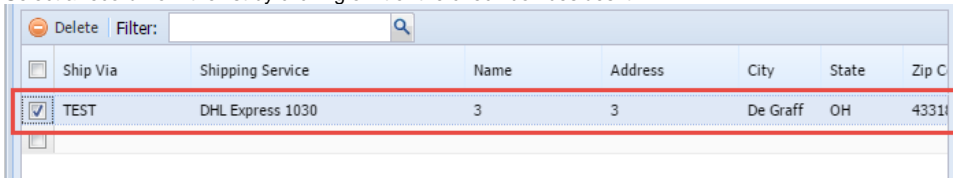
3. Click **Remove** button. A confirmation message will appear.



4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Ship Via**

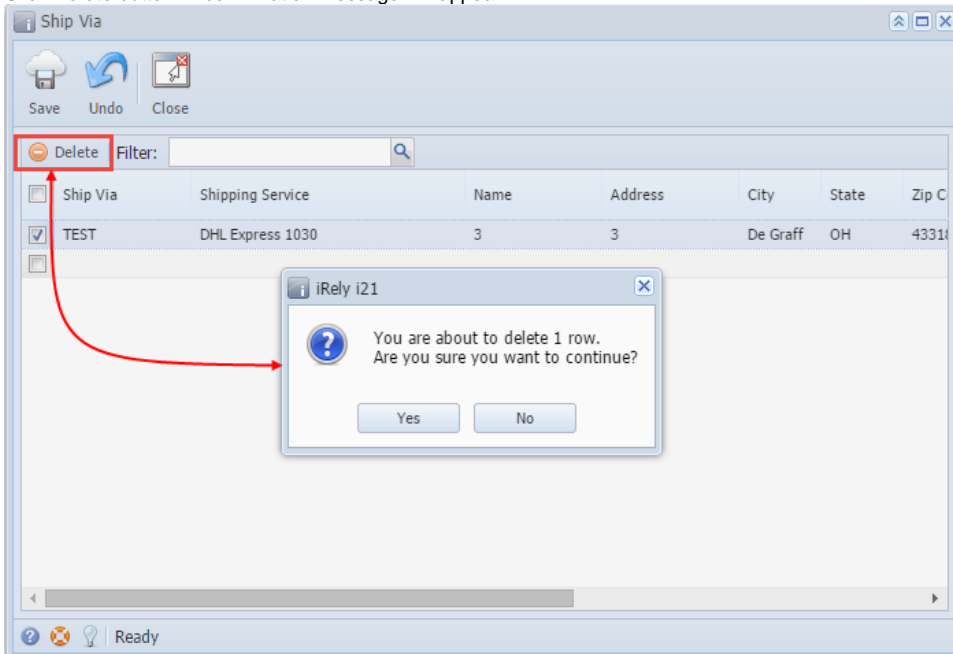
2. Select a record from the list by clicking on it or the check box besides it.



The screenshot shows a software interface with a 'Delete' button and a 'Filter' search bar. Below is a table with columns: Ship Via, Shipping Service, Name, Address, City, State, and Zip Code. The first row, labeled 'TEST', is selected and highlighted with a red border. The 'TEST' row contains the following data: Ship Via: TEST, Shipping Service: DHL Express 1030, Name: 3, Address: 3, City: De Graff, State: OH, Zip Code: 43311.

Ship Via	Shipping Service	Name	Address	City	State	Zip Code
TEST	DHL Express 1030	3	3	De Graff	OH	43311

3. Click **Delete** button. A confirmation message will appear.



4. Click **Yes** on the message box.
5. Click **Save** toolbar button.