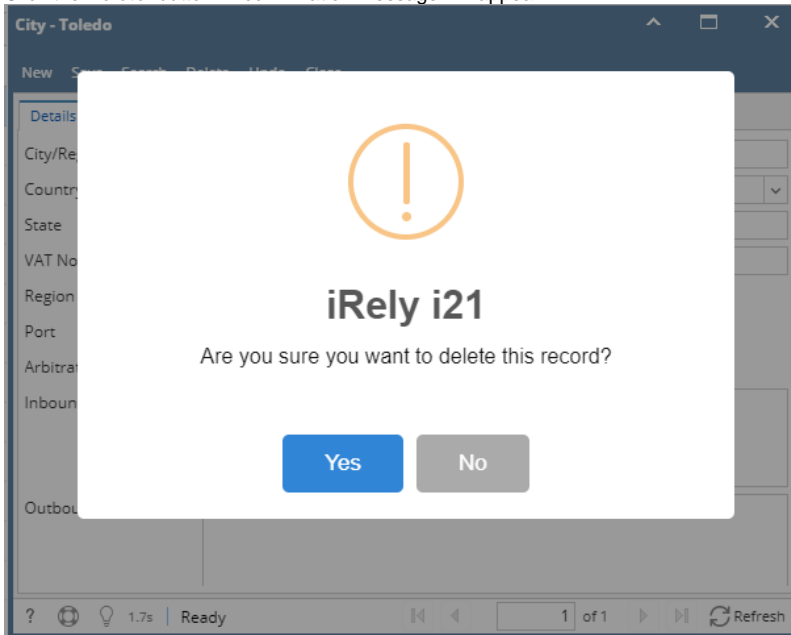


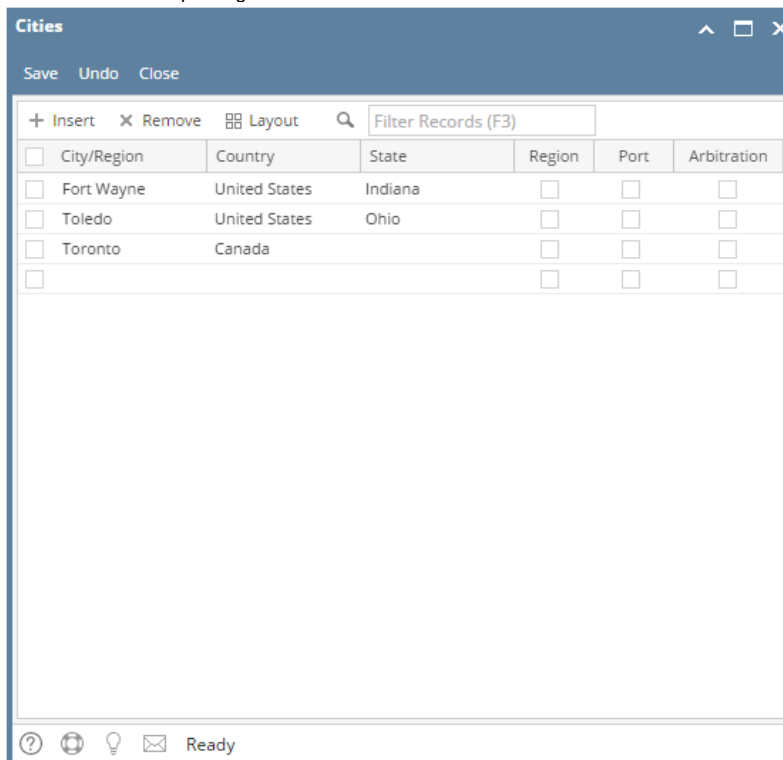
# How to Delete a City

1. On the user's menu panel go to **Common Info** folder then click **Cities**
2. **Cities** search screen will open, open an existing record
3. Click the **Delete** button. A confirmation message will appear.

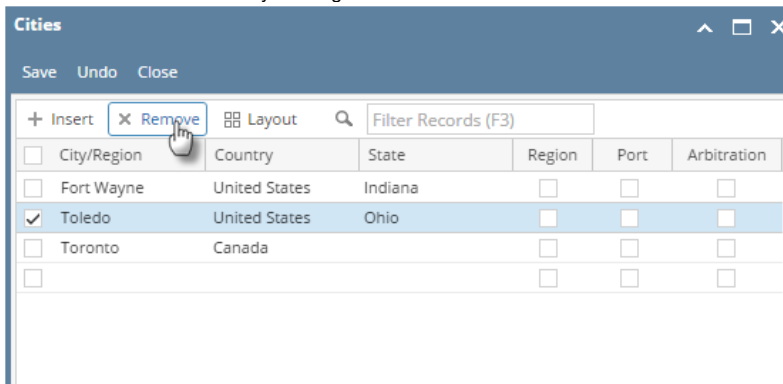


4. Click **Yes** on the message box.

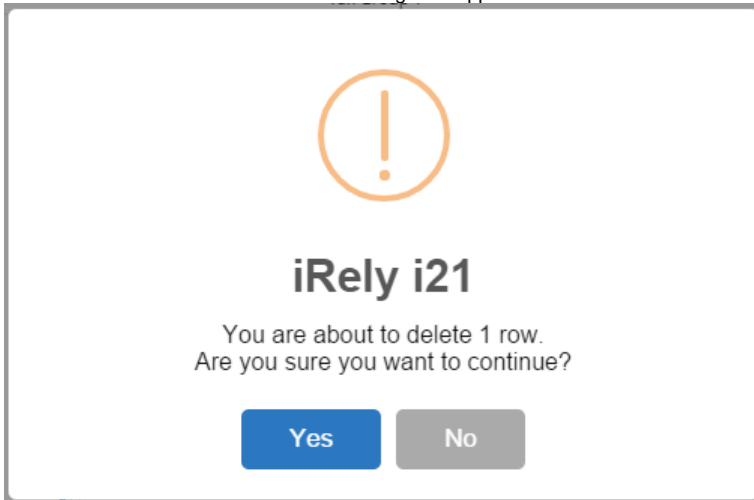
1. On the user's menu panel go to **Common Info** folder then click **Cities**



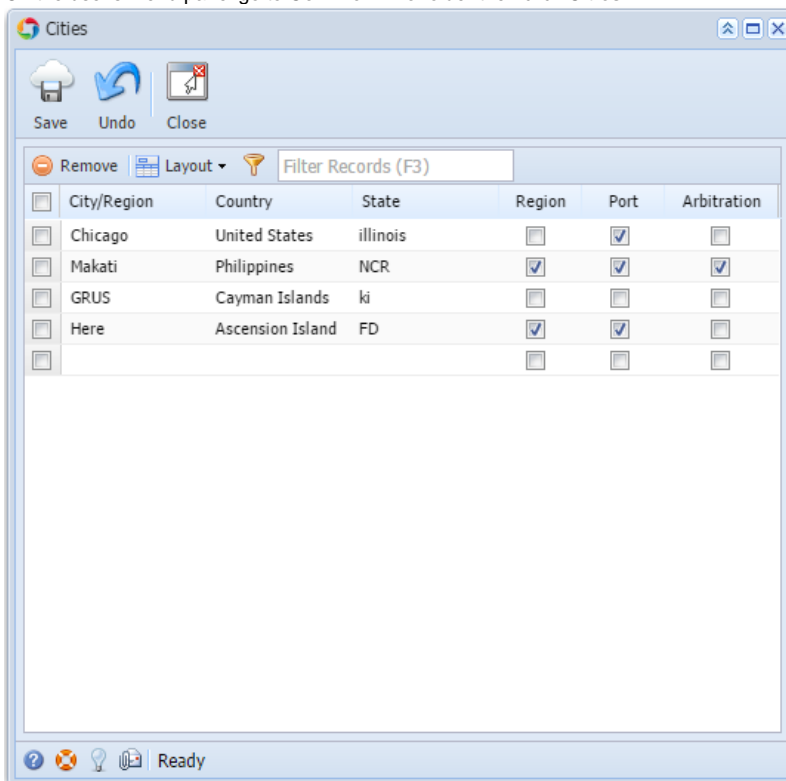
2. Select a record from the list by clicking on it or the check box besides it.



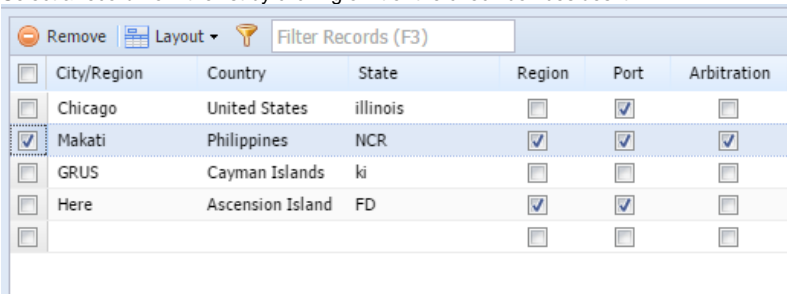
3. Click **Remove** button. A confirmation message will appear.



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 click **Cities**

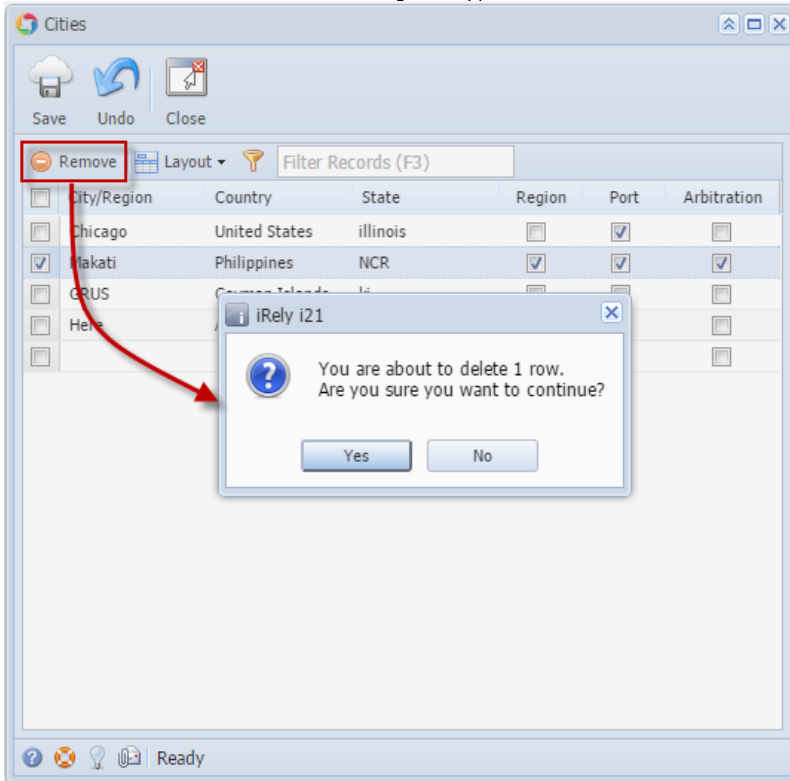


2. Select a record from the list by clicking on it or the check box besides it.



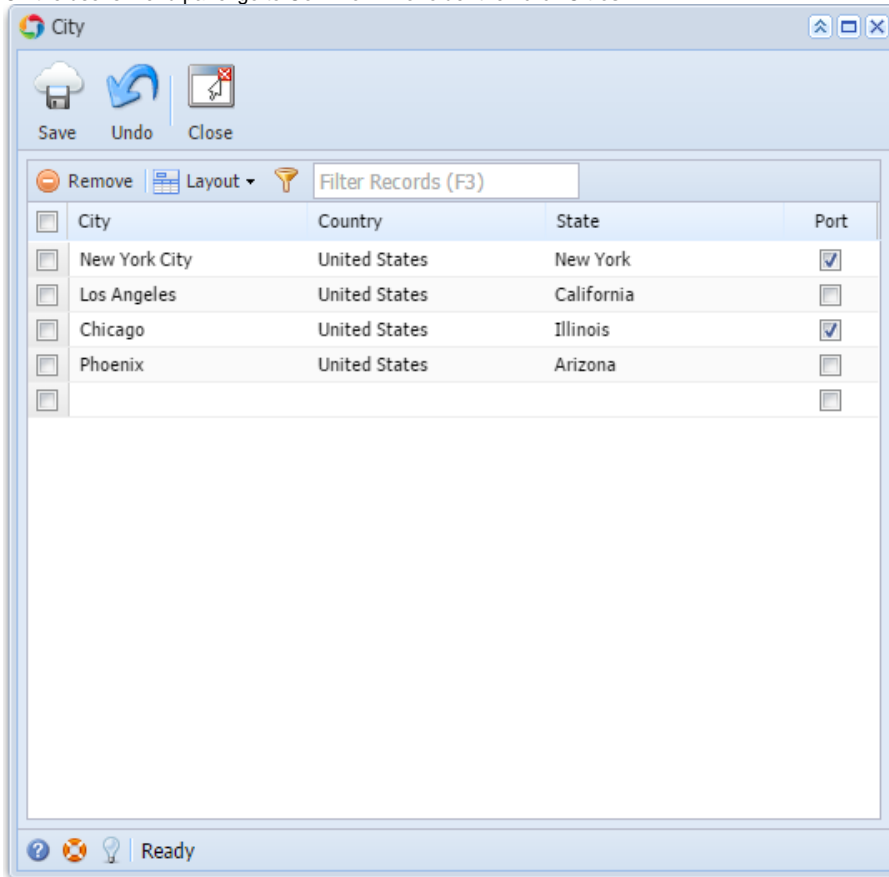
	City/Region	Country	State	Region	Port	Arbitration
<input type="checkbox"/>	Chicago	United States	illinois	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Makati	Philippines	NCR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	GRUS	Cayman Islands	ki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Here	Ascension Island	FD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

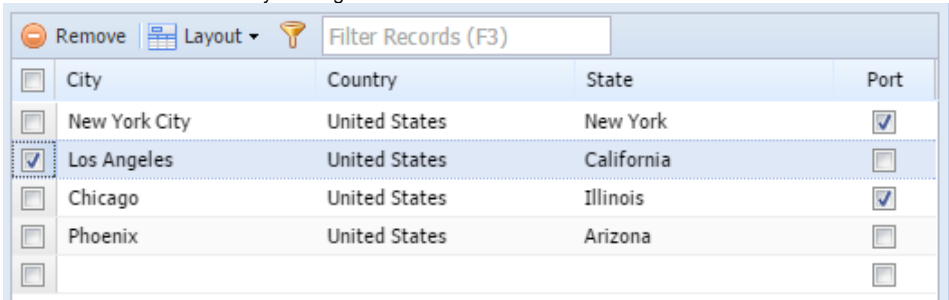


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

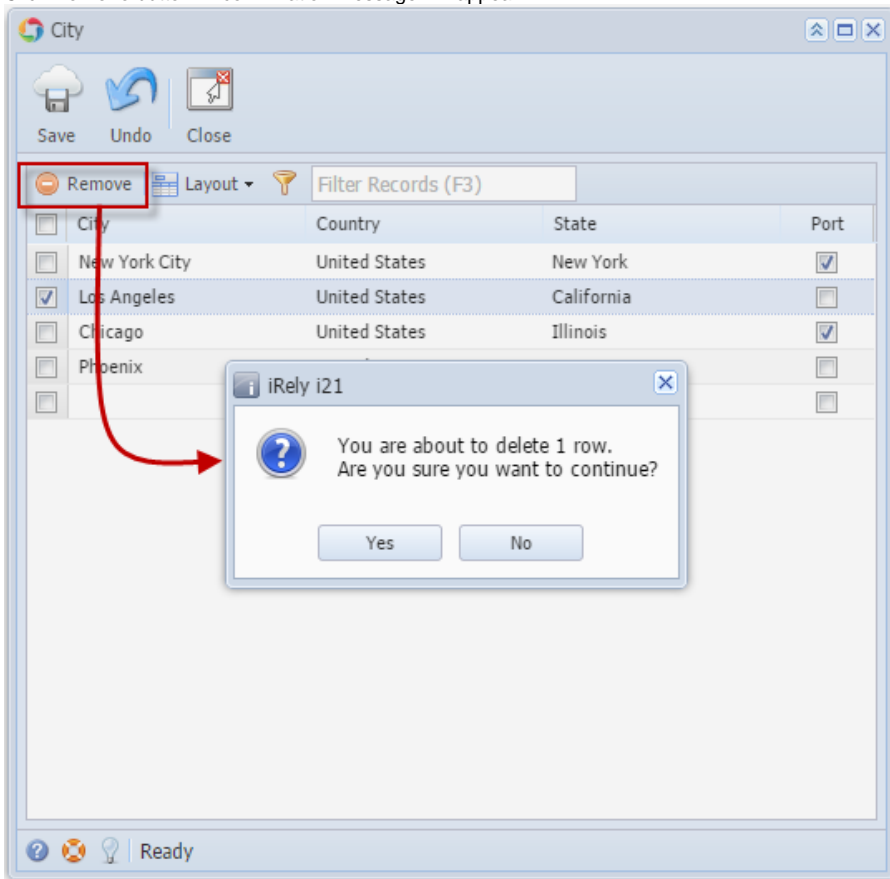
1. On the user's menu panel go to **Common Info** folder then click **Cities**



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



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



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