How to Delete an Entity Contact

There are 2 ways on how to delete an Entity Contact. Although if the contact is used as the default contact, it cannot be deleted.

From Entity | Contacts tab | Remove:

- 1. Open an existing entity record from any entities.
- 2. Navigate to Contacts tab.
- 3. In the grid area, select the contact you wish to delete, and then click the **Remove button**.

Entity - 113-Ent										^	□ ×
New Save Search Ret	fresh Delete Undo Additional -	Close									
Entity Vendor Split	Farm Ship Via Locations Co	ntacts	Comments (0)	History	Attach	iments (0)	Messa	ges Custom	Audit Log (1)		
+ Insert 🔍 Open 🗙	Remove 🖂 Email Login 🔡 Layou	t Q,	Filter Record	s (F3)							
Name	Email (username)	Title		Phone		Mobile		Location Name	Timezone	Portal Access	Active
✓ 113a-Ent	113a-Ent@test.com								(UTC-11:00) Coordina		~
113-Ent	113-Ent@irely.com			123-456				113-Ent Location	(UTC-11:00) Coordina		~

4. Click the Yes button on the confirmation message.

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iRely i21
You are about to delete 1 row. Are you sure you want to continue?
Yes No

From Entity Contact screen | Delete:

- 1. Open an existing entity record from any entities.
- 2. Navigate to Contacts tab.
- 3. In the grid area, select the contact you wish to delete, and then click the Open button.

Entity - 113-Ent								□ ×
New Save Search Ref	iresh Delete Undo Additional -	Close						
Entity Vendor Split	Farm Ship Via Locations Co	ntacts Comments (0)	History Attach	iments (0) Messa	ges Custom Au	udit Log (1)		
+ Insert 🔍 Open 🗙	Remove 🖂 Email Login 🔠 Layou	it Q Filter Record	s (F3)					
Name	Email (username)	Title	Phone	Mobile	Location Name	Timezone	Portal Access	Active
✓ 113a-Ent	113a-Ent@test.com					(UTC-11:00) Coordina		~
113-Ent	113-Ent@irely.com		123-456		113-Ent Location	(UTC-11:00) Coordina		\checkmark

4. On the Entity Contact screen, click the Delete toolbar button.



5. Click Yes on the message box. Contact record will be deleted.

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iRely i21	
Are you sure you want to delete this record?	
Yes No	

From Entity | Contacts tab | Remove:

- 1. Open an existing entity record from any entities.
- A open an executive restriction any entities.
 Navigate to Contacts tab.
 In the grid area, select the contact you wish to delete, and then click the Remove button.

Entity - 115-Ent									^ □ ×
New Save Search F	efresh Delete Undo Addition	al 🕶 Close							
Entity Customer S	plit Farm Locations Contac	ts Comments (0)	History Attach	ments (0) N	lessages	Audit Log (1)			
+ Insert 🔍 Open 🗾	🗙 Remove 🖂 Email Login 🛛 🔡 I	ayout Q Filter	Records (F3)						
Name	Email (username)	Title	Phone	Mobile	Locat	tion Name	Timezone	Portal Acce	Active
115-Ent	115-Ent@irely.com		123-456		115-E	nt Location	(UTC-11:00) Coo		~
✓ 115b-Ent	115b-Ent@test.com							~	~

4. Click the Yes button on the confirmation message.

(]
iRely i21
You are about to delete 1 row. Are you sure you want to continue?
Yes No

From Entity Contact screen | Delete:

- Open an existing entity record from any entities.
 Navigate to Contacts tab.
 In the grid area, select the contact you wish to define the contact you wish to define the contact you wish to define the contact you wish the definition of the select the contact you wish the definition of the select the contact you wish the definition of the select the contact you wish the definition of the select the contact you wish the definition of the select t

intity - 115-Ent										^ □
New Save Search	Refresh Delete Undo	Additional	- Close							
Entity Customer	Split Farm Location	Contacts	Comments (0)	History	Attachments (0)	Messages	Audit Log (1)			
+ Insert 🔍 Open	🗙 Remove 🖂 Email L	ogin 🗄 La	yout Q. Filter	Records	(F3)					
Name	Email (username)		Title	Phone	Mobile	Loca	tion Name	Timezone	Portal Acce	Active
115-Ent	115-Ent@irely.com			123-456		115-8	nt Location	(UTC-11:00) Coo		~
 115b-Ent 	115b-Ent@test.com								~	~

4. On the Entity Contact screen, click the Delete toolbar button.

	Entity Cont	act - 115b-	Ent						^	x
	New Save	Refresh	Delete	Undo	Email Login	Change Password	Close			
5.	Click Yes on the	e message	box. Cont	act reco	ord will be del	eted.				
	e			(]			ir ic st		
			i	Re	ly i21			2		
		Are you	ı sure y	ou wa	nt to delete	e this record?		ai		
			Y	′es	No					