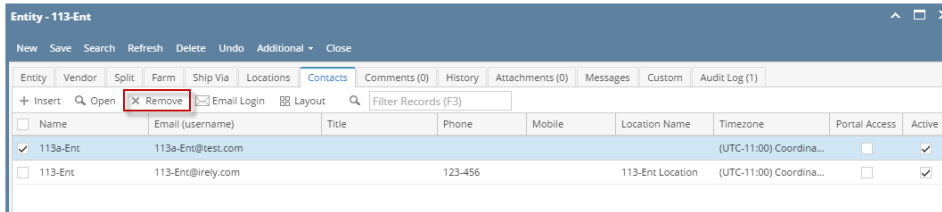


How to Delete an Entity Contact

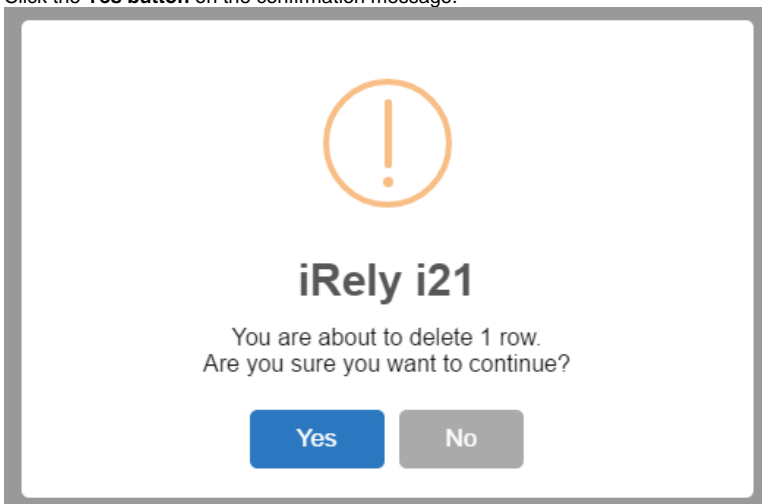
There are 2 ways on how to delete an Entity Contact. Although if the contact is used as the default contact, it cannot be deleted.

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**.

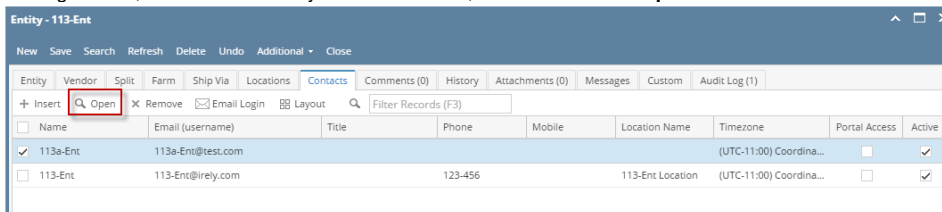


4. Click the **Yes button** on the confirmation message.

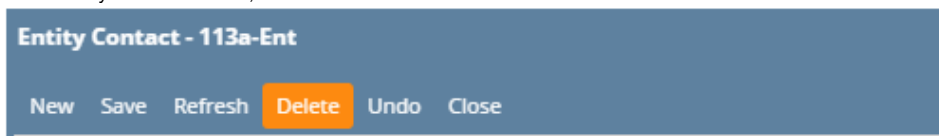


From Entity Contact screen | Delete:

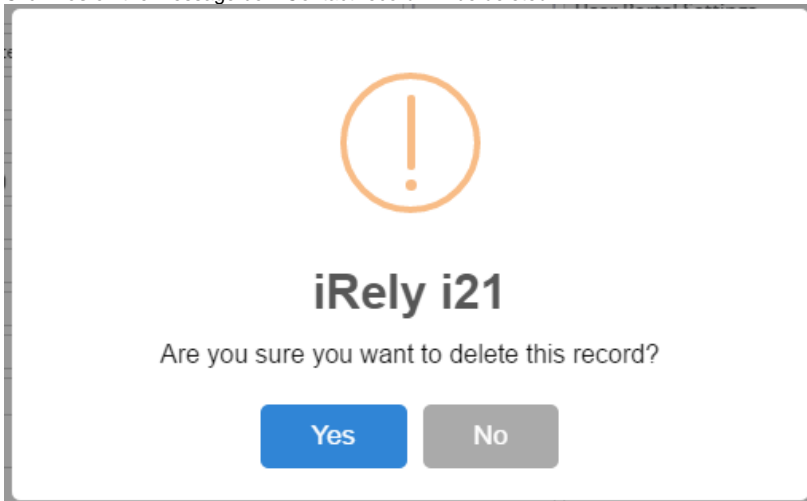
1. Open an existing entity record from any entities.
2. Navigate to **Contacts tab**.
3. In the grid area, select the contact you wish to delete, and then click the **Open button**.



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

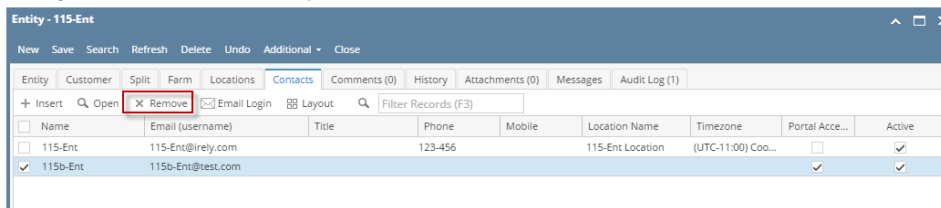


5. Click **Yes** on the message box. Contact record will be deleted.

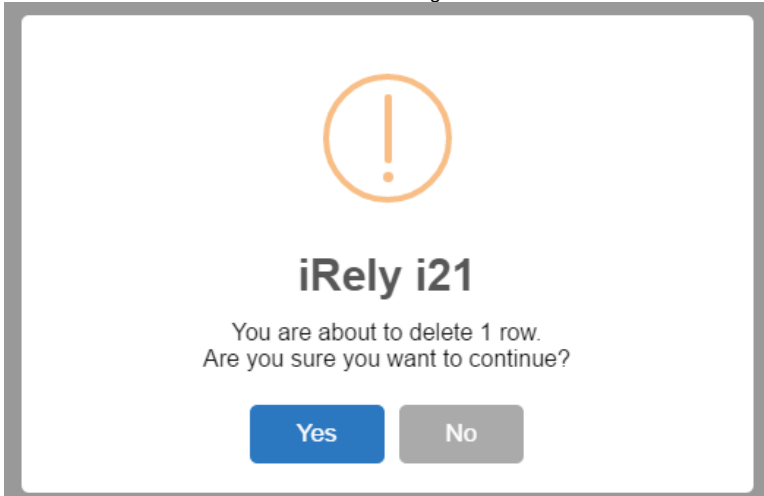


From Entity | Contacts tab | Remove:

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.

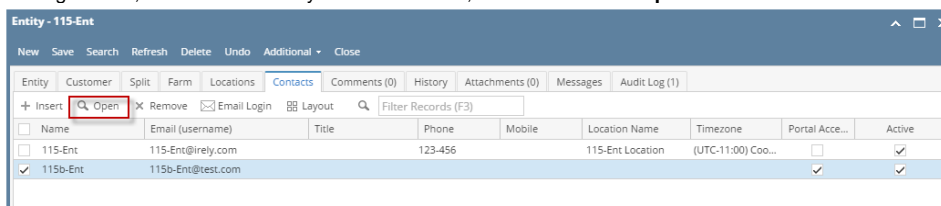


4. Click the **Yes** button on the confirmation message.

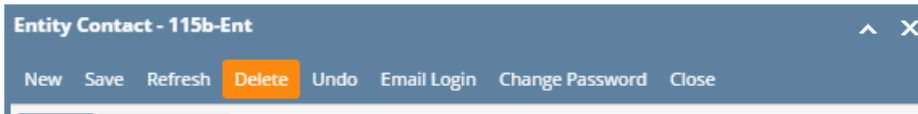


From Entity Contact screen | Delete:

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.



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



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

