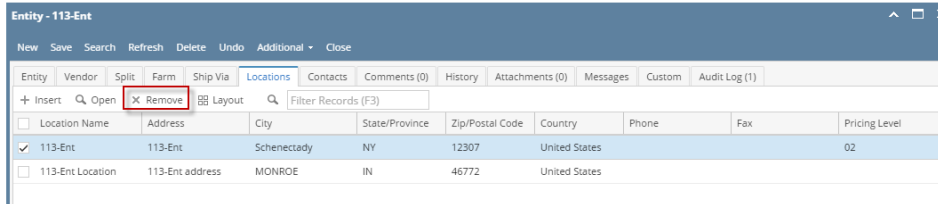


How to Delete an Entity Location

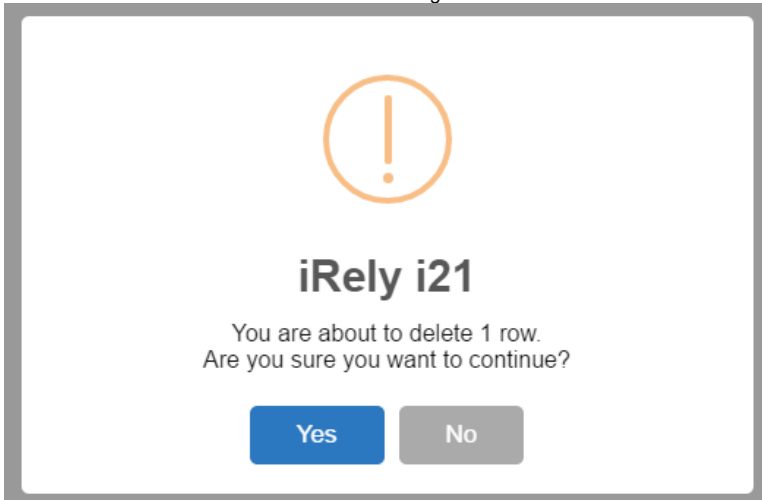
There are 2 ways on how to delete an Entity Locations. Although if the location is used as the default contact, it cannot be deleted.

From Entity | Locations tab | Remove:

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

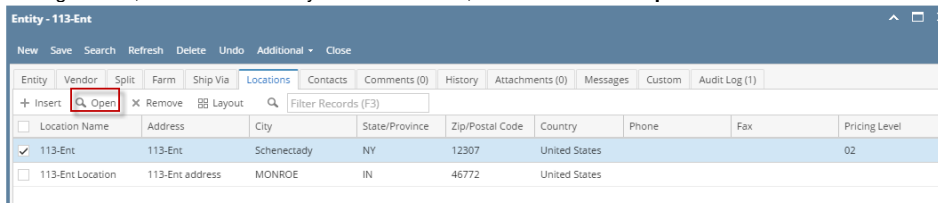


4. Click the **Yes** button on the confirmation message.

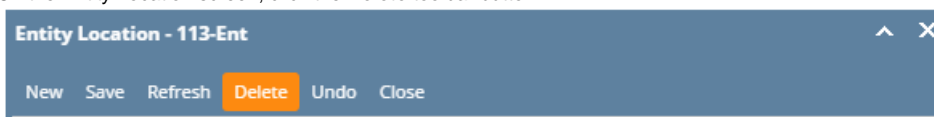


From Entity Location screen | Delete:

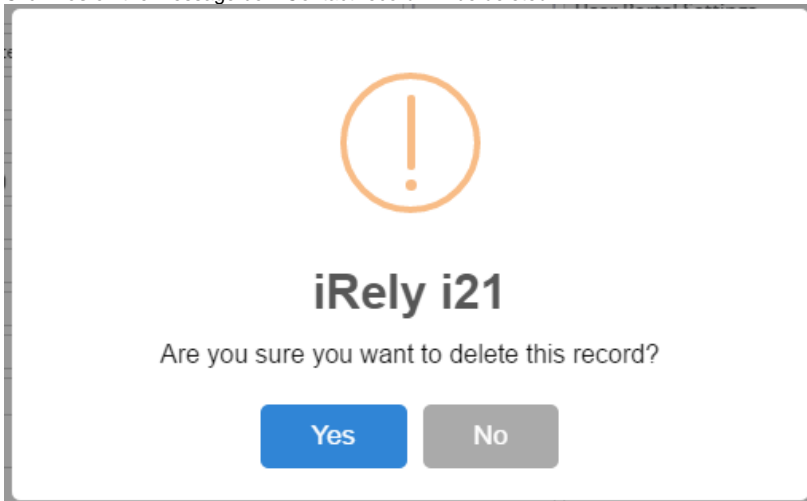
1. Open an existing entity record from any entities.
2. Navigate to **Locations** tab.
3. In the grid area, select the contact you wish to delete, and then click the **Open** button.



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

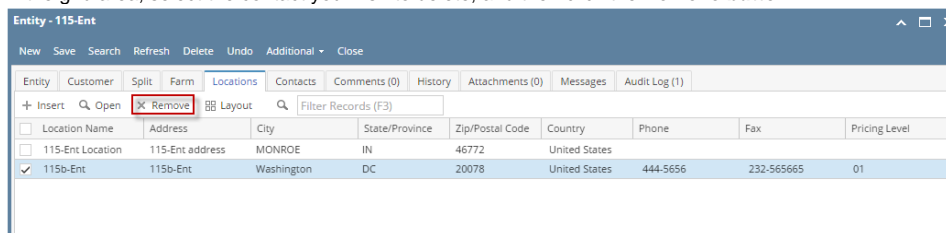


- Click **Yes** on the message box. Contact record will be deleted.

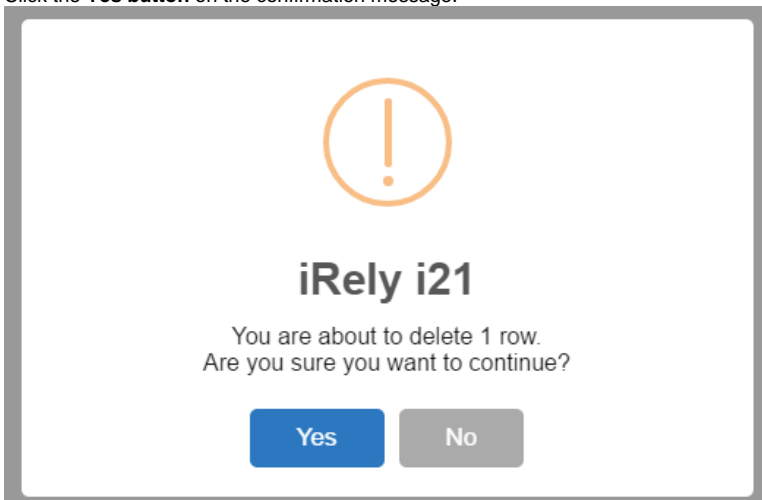


From Entity | Locations tab | Remove:

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

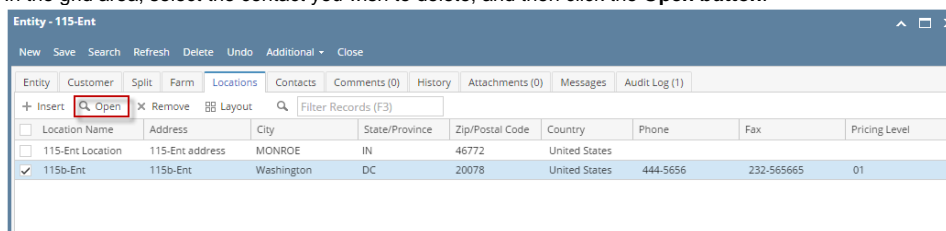


- Click the **Yes** button on the confirmation message.

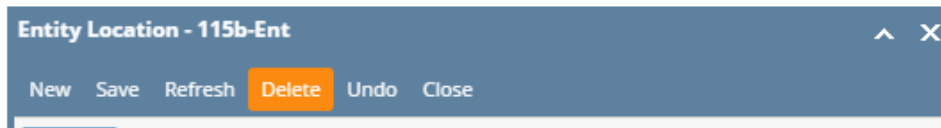


From Entity Location screen | Delete:

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



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



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

