How to Delete an Announcement Type

- Log in as Admin user
 On user's menu panel, go to System Manager folder >> Announcements folder >> Announcement Types

+ Insert △ Up	▽ Down 🗙 Rem	ove 🔠 Layout	Q Filter Rec	ords (F3)
Туре	Description	Display To	Font Color	Font Backgrou
Welcome	Welcome to iRe	Externally	Crimson	AntiqueWhite
Announcement	. This is a test an	Externally	Firebrick	Aquamarine

- Select the row of the Announcement Type to be deleted
 Click the **Remove** button

Announcement Types				^ □ X
Save Undo Close				
+ Insert 🛆 Up	⊽ Down 🗙 Re	move 🗄 Layout	Q Filter Reco	rds (F3)
Туре	Description	Display To	Font Color	Font Background
Welcome	Welcome to iRe.	. Externally	Crimson	AntiqueWhite
Announcement	This is a test an.	. Externally	Firebrick	Aquamarine

5. Click the Yes button on the confirmation message that follows



- 6. Click the Save button to permanently delete the Announcement Type
- 1. Log in as Admin user
- 2. On user's menu panel, go to Common Info folder >> Announcements folder >> Announcement Types

Announcement Typ	es			^ □ ×
Save Undo Close			Q Filter Per	arde (52)
	Description	Display To	Finter Reco	Font Backgrou
Welcome	Welcome to iRe	Externally	Crimson	AntiqueWhite
Announcement	This is a test an	Externally	Aquamarine	BurlyWood
0000	Ready			

3. Select the row of the Announcement Type to be deleted

4. Click the Remove button

Announcement Type	es			^ □ ×
Save Undo Close				
+ Insert 🛆 Up	▽ Down 🗙 Ren	nove 🗄 Layout	Q Filter Rec	ords (F3) 🗙
Туре	Description	Display To	Font Color	Font Backgrou
Welcome	Welcome to iRe	Externally	Crimson	AntiqueWhite
 Announcement 	This is a test an	Externally	Aquamarine	BurlyWood

5. Click the **Yes** button on the confirmation message that follows

Announcement Types		×
Save Undo Close		
iRely i21 You are about to delete 1 row. Are you sure you want to continue? Yes		
🕐 🗘 🖗 Ready		

6. Click the Save button to permanently delete the Announcement Type