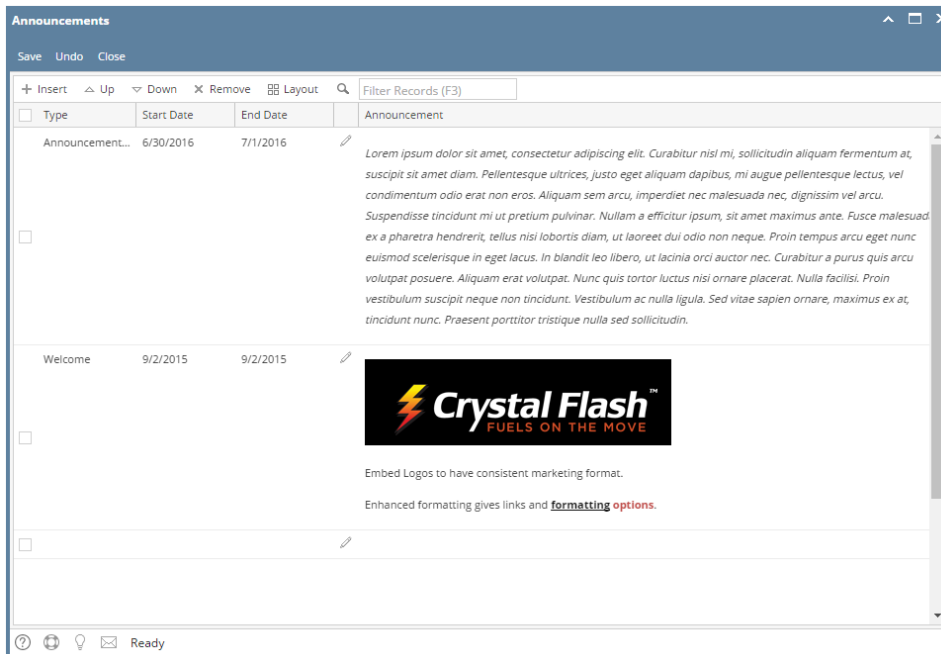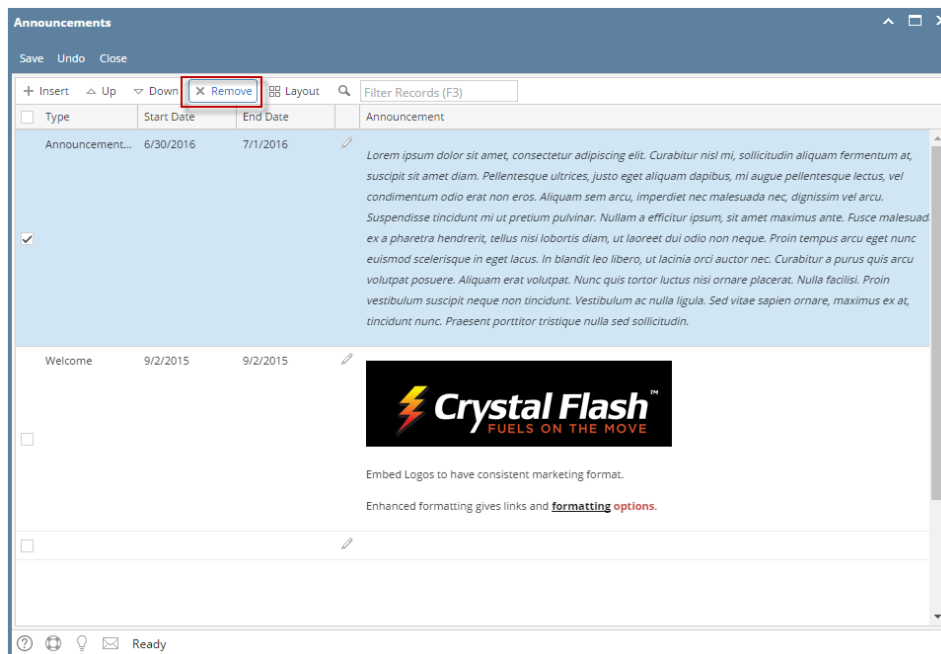# How to Delete an Announcement on the Maintenance Screen
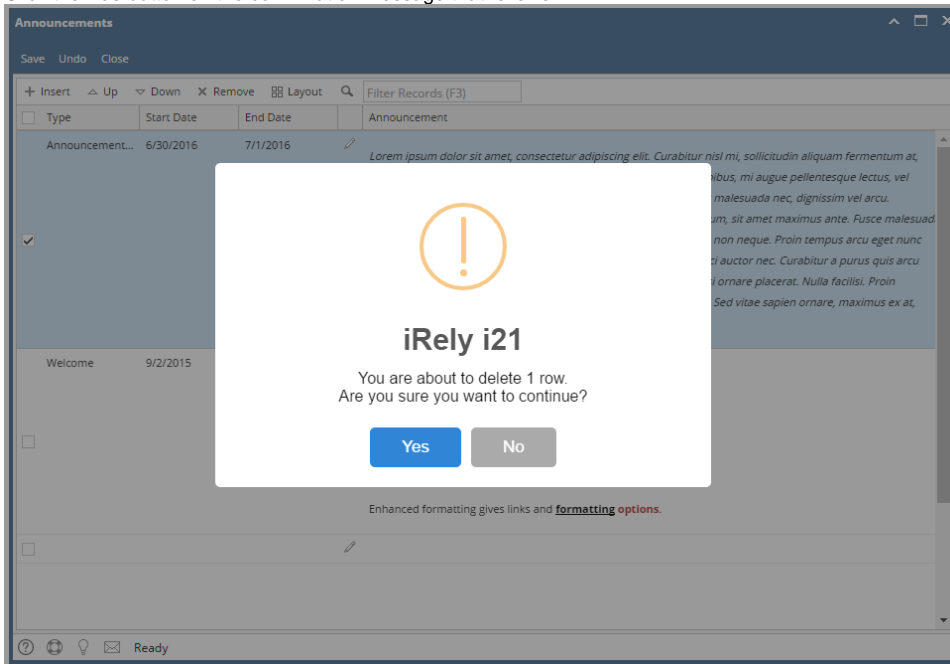
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder >> **Announcements** folder >> **Maintenance**

3. Select the row of the Announcement to be deleted
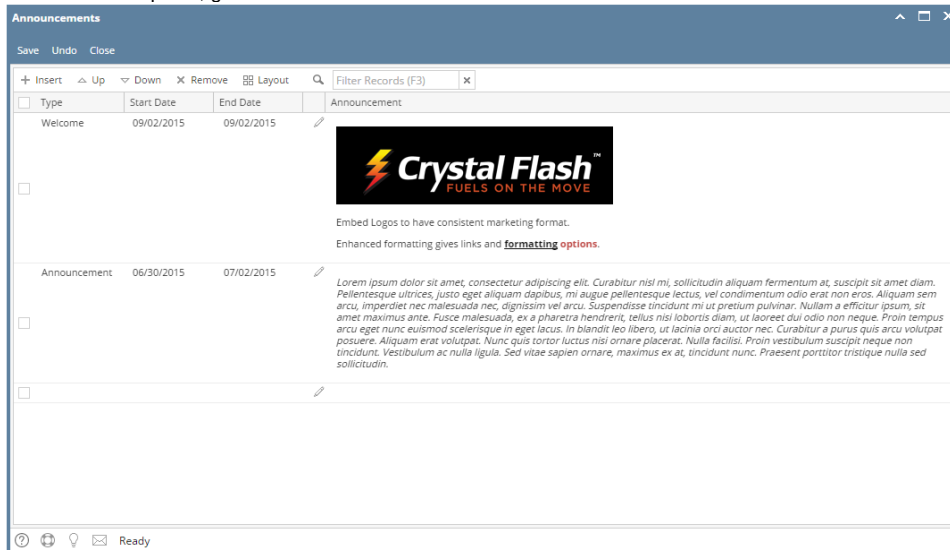4. Click the **Remove** button

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

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

1. Log in as **Admin user**
2. On user's menu panel, go to **Common Info** folder >> **Announcements** folder >> **Maintenance**

3. Select the row of the Announcement to be deleted

4. Click the **Remove** button

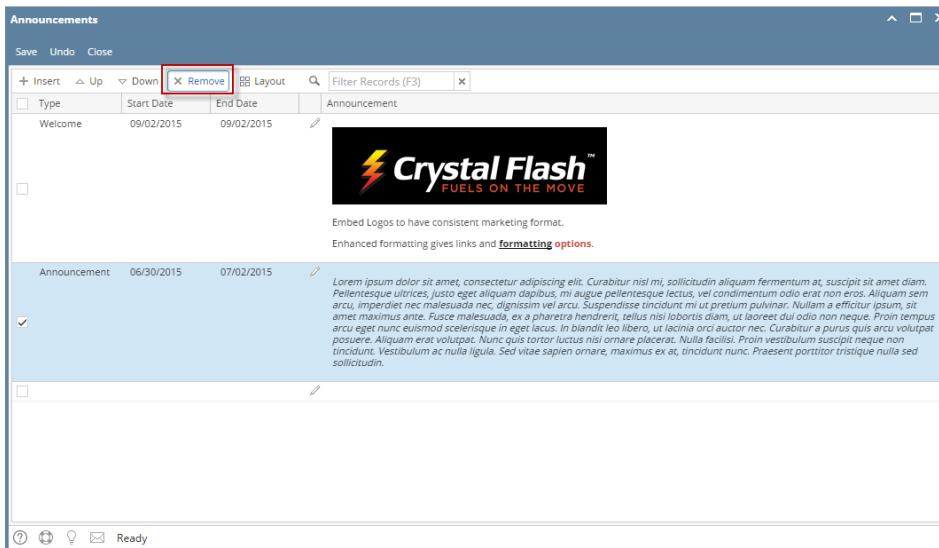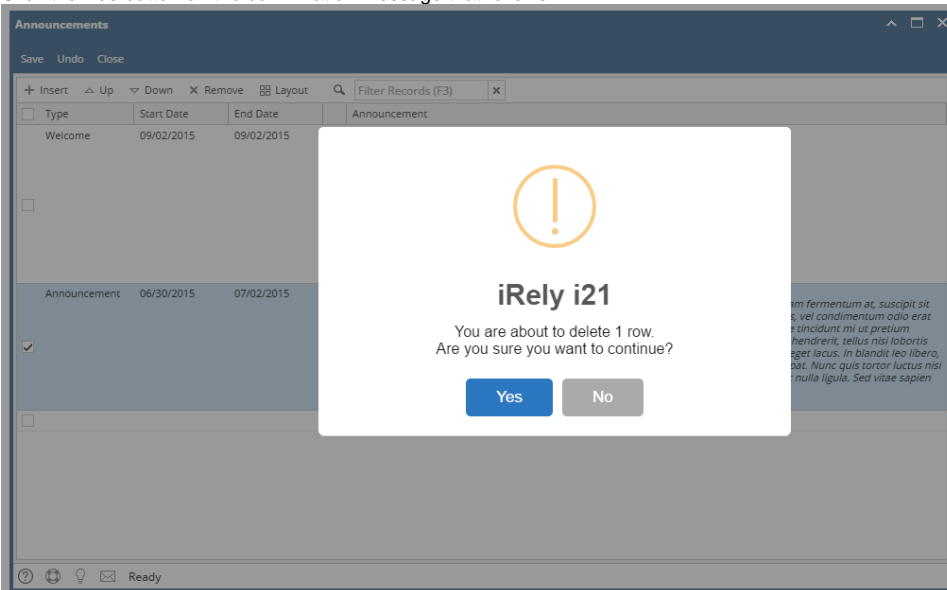5. Click the **Yes** button on the confirmation message that follows

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