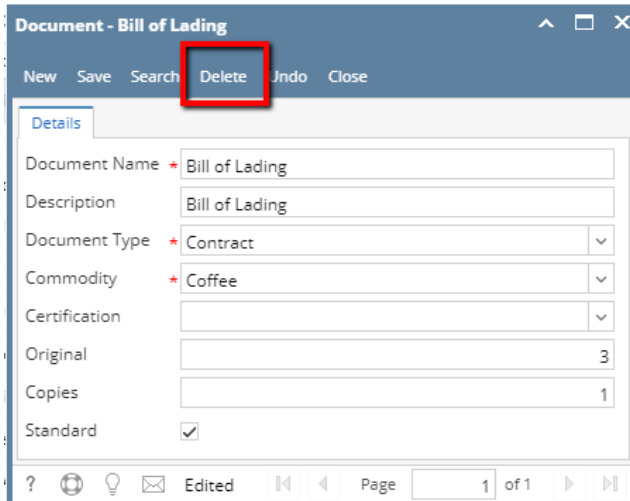


How To Delete Documents

Here are the steps on how to delete Documents

1. Open an existing Documents you want to delete.
2. Click on **Delete** button.

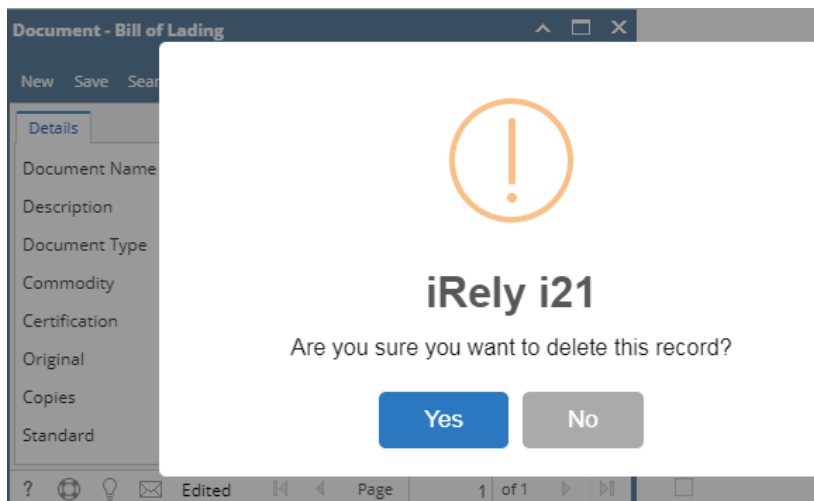


The screenshot shows a web application window titled "Document - Bill of Lading". The menu bar includes "New", "Save", "Search", "Delete", "Undo", and "Close". The "Delete" button is highlighted with a red rectangle. Below the menu is a "Details" tab. The form fields are as follows:

Document Name *	Bill of Lading
Description	Bill of Lading
Document Type *	Contract
Commodity *	Coffee
Certification	
Original	3
Copies	1
Standard	<input checked="" type="checkbox"/>

The footer shows a status bar with icons for help, search, and edit, followed by "Edited", navigation arrows, "Page 1 of 1", and more navigation arrows.

3. A warning message will prompt telling that you are about to delete the selected record. Click **Yes** to continue.



The screenshot shows a warning dialog box from iRely i21. The dialog has a large orange exclamation mark icon at the top. Below it, the text reads "iRely i21" and "Are you sure you want to delete this record?". At the bottom, there are two buttons: "Yes" (blue) and "No" (grey). The background shows the "Document - Bill of Lading" form with the "Details" tab selected.

4. Selected record will be deleted.



Note

Documents cannot be deleted if it is used.