## How to Delete a Record in Maintenance Screens

Maintenance record that is already used by another record/screen can be edited but cannot be deleted. Also, the records that are predefined by the system cannot be deleted nor edited.

Here are the steps on how to delete a record in the grid.

- 1. Open the maintenance screen where the record will be deleted.
- 2. Select the record/s in the grid, and then click the **Remove button**. The delete confirmation message will be displayed. Below is a sample screenshot.

Regulator Type	^		x
Save Undo Close			
+ Insert × Remove Export • 🗄 View • Filter (F3)			К Л Ц Ц
Regulator Type			
HILO Pressure			
Automatic Changeover			
Adjustable High Pressure			
Integral Two-Stage			
Second Stage			
First Stage			
High Pressure			
? 🗘 🖓 0.97s   Ready		C Ref	fresh



You are about to delete 2 rows. Are you sure you want to continue?



- 3. Select Yes on the confirmation message.
- 4. Save the changes.

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Regulator Type	~ 🗆 ×
Save Undo Close	
+ Insert     X Remove     B Layout     Q Filter Records (F3)     X       Regulator Type       High Pressure	
<ul> <li>First Stage</li> <li>Second Stage</li> <li>Integral Two-Stage</li> <li>Adjustable High Pressure</li> <li>Automatic Changeover</li> </ul>	
⑦ ① ♀ ⊠ Ready	





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Regulator Type	
Save Undo Close	
C Remove Filter Records (F3)	
Regulator Type	
1st Stage	
2nd Stage	
Dual Stage	
i Rely i21         You are about to delete 2 rows.         Are you sure you want to continue?         Yes	
😰 😨 🦞 Ready	

- Select Yes on the confirmation message.
   Save the changes.