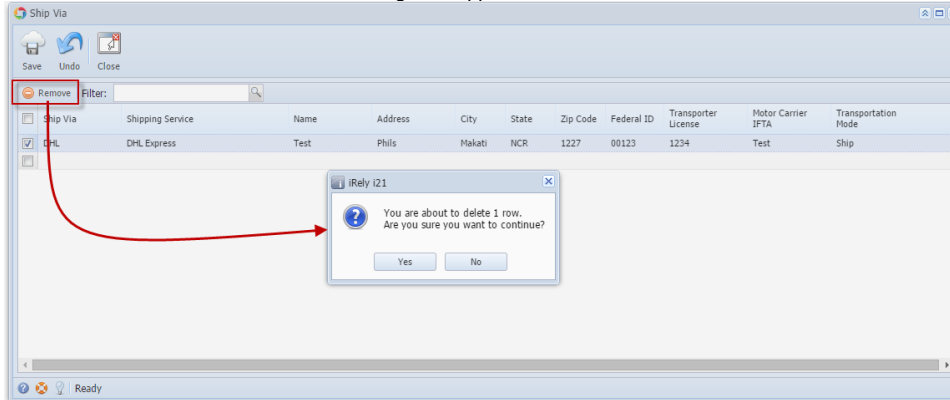# How to Delete a Shipping Method

1. On the user's menu panel go to **Common Info** folder then click **Ship Via**
2. Select a record from the list by clicking on it or the check box besides it.

3. Click **Remove** button. A confirmation message will appear.

4. Click **Yes** on the message box.
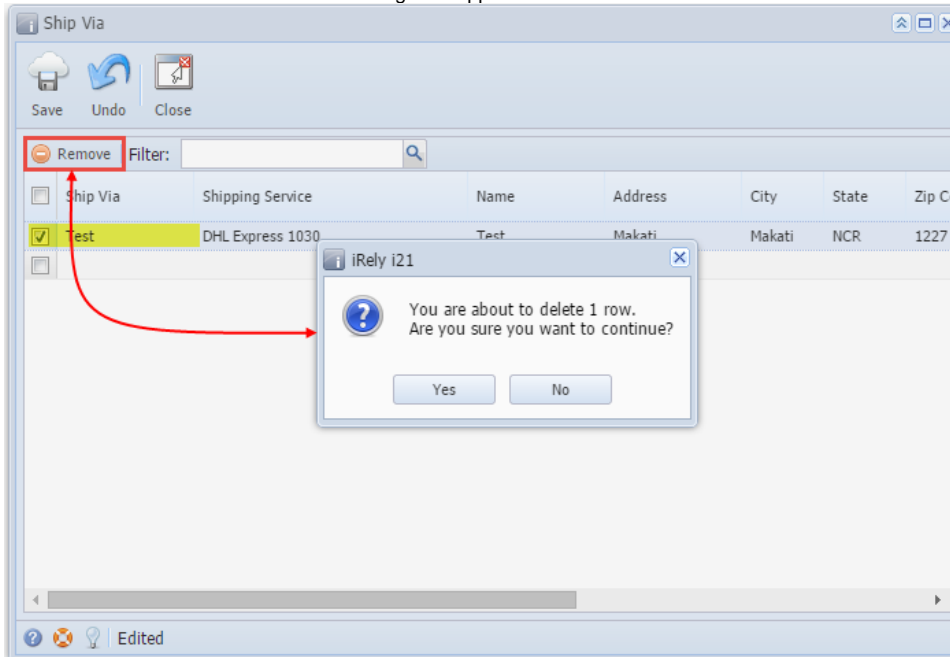5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Ship Via**
2. Select a record from the list by clicking on it or the check box besides it.
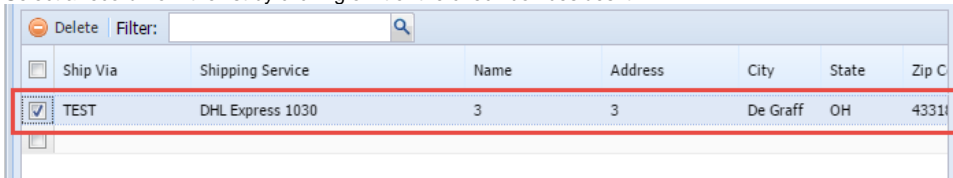

3. Click **Remove** button. A confirmation message will appear.

4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

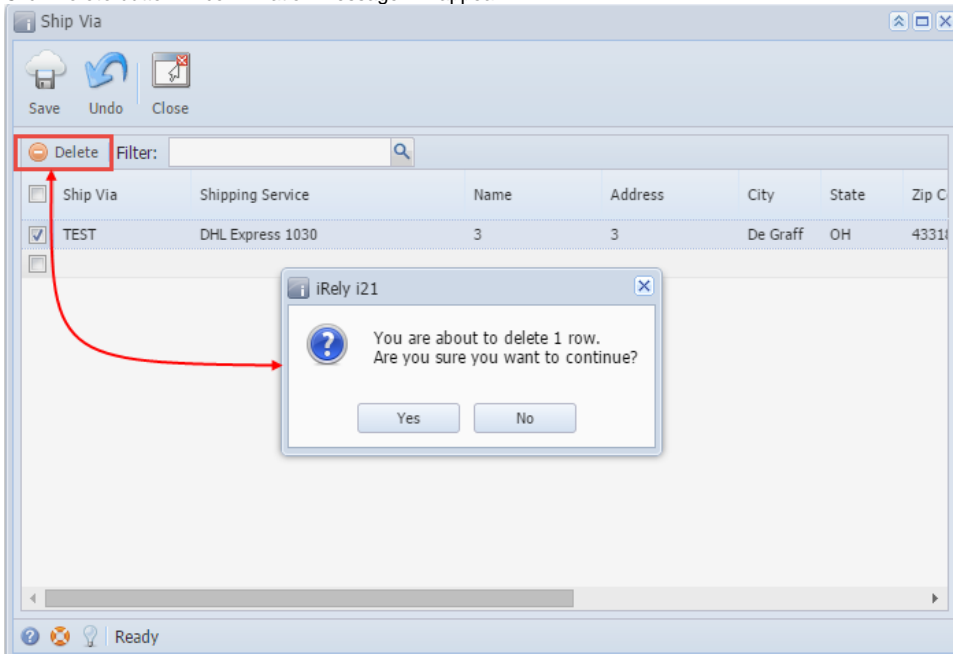1. On the user's menu panel go to **Common Info** folder then double click **Ship Via**

2. Select a record from the list by clicking on it or the check box besides it.

3. Click **Delete** button. A confirmation message will appear.

4. Click **Yes** on the message box.
5. Click **Save** toolbar button.