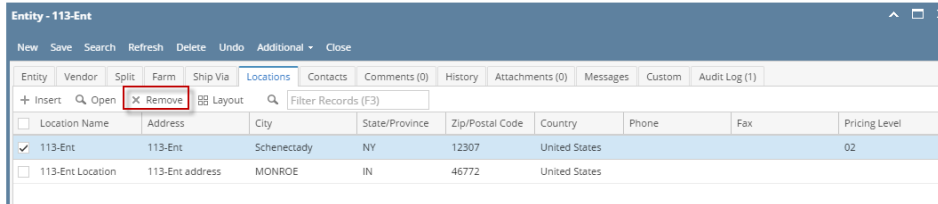# How to Delete an Entity Location
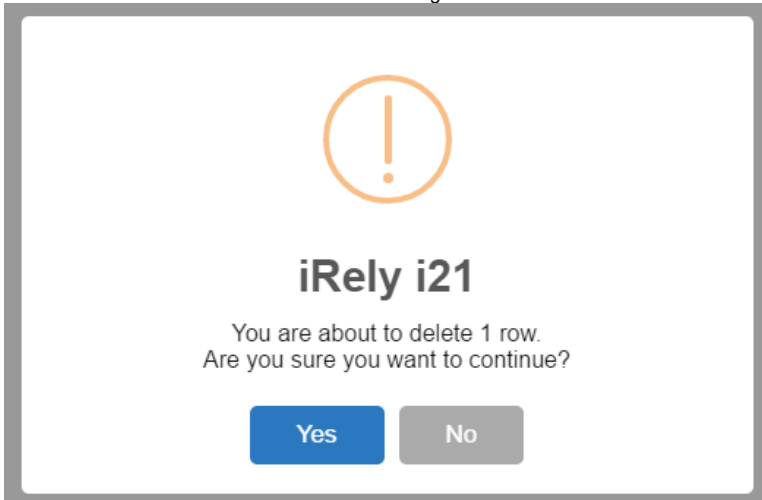
There are 2 ways on how to delete an Entity Locations. Although if the location is used as the default contact, it cannot be deleted.

From Entity | Locations tab | Remove:

1. Open an existing entity record from any entities.
2. Navigate to **Locations tab**.
3. In the grid area, select the contact you wish to delete, and then click the **Remove button**.
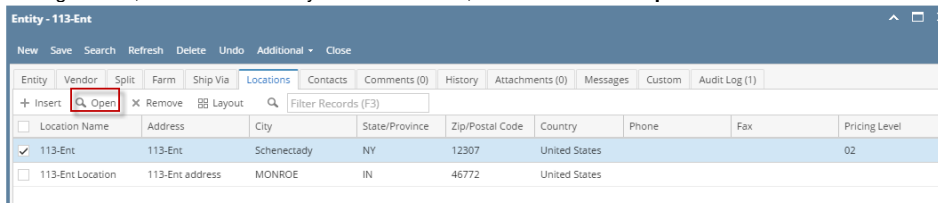

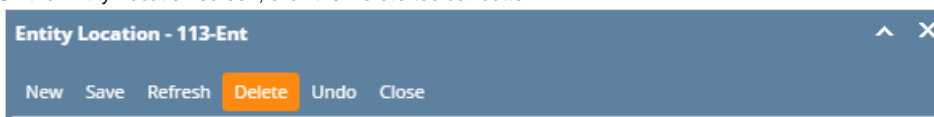4. Click the **Yes button** on the confirmation message.
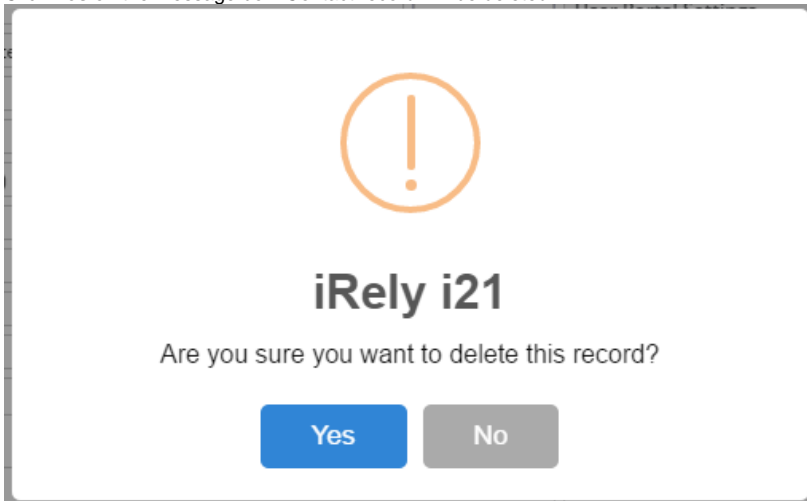

From Entity Location screen | Delete:

1. Open an existing entity record from any entities.
2. Navigate to **Locations tab**.
3. In the grid area, select the contact you wish to delete, and then click the **Open button**.

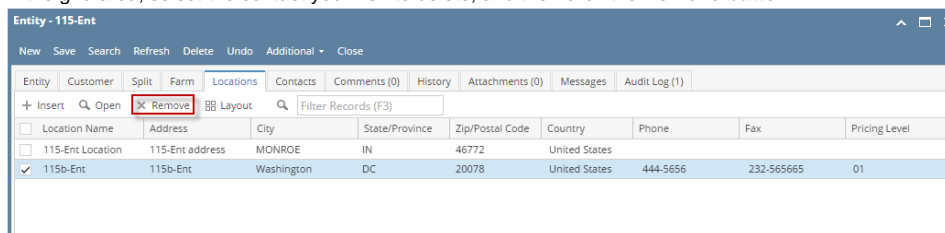4. On the Entity Location screen, click the **Delete** toolbar button.

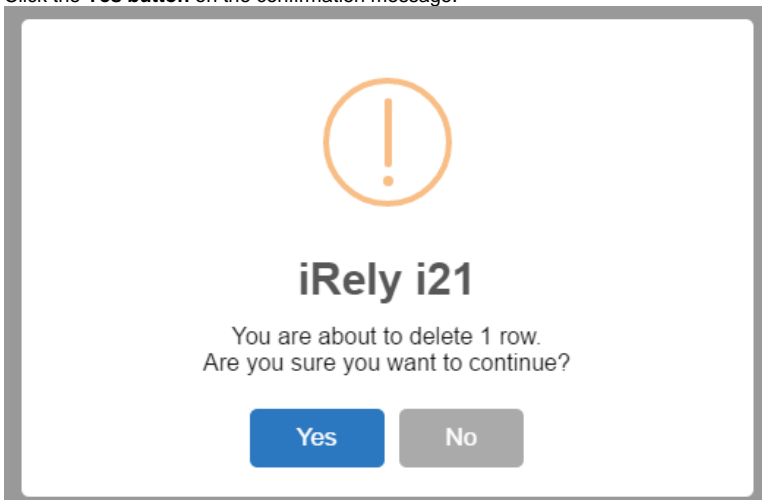5. Click **Yes** on the message box. Contact record will be deleted.

From Entity | Locations tab | Remove:

1. Open an existing entity record from any entities.
2. Navigate to **Locations tab**.
3. In the grid area, select the contact you wish to delete, and then click the **Remove button**.
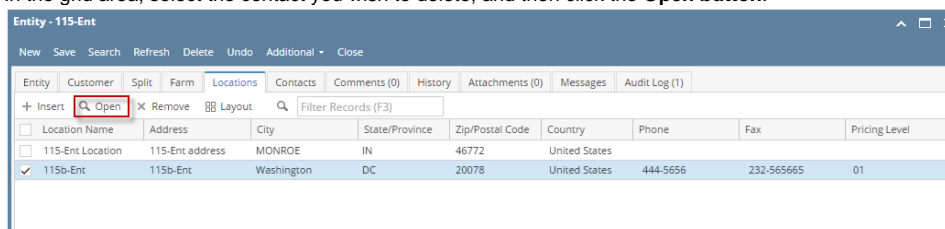

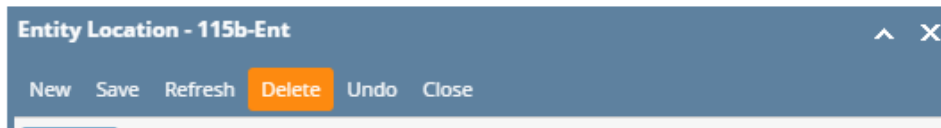4. Click the **Yes button** on the confirmation message.

From Entity Location screen | Delete:

1. Open an existing entity record from any entities.
2. Navigate to **Locations tab**.
3. In the grid area, select the contact you wish to delete, and then click the **Open button**.

4. On the Entity Location screen, click the **Delete** toolbar button.

Entity Location - 115b-Ent

New   Save   Refresh   Delete   Undo   Close

5. Click **Yes** on the message box. Contact record will be deleted.

iRely i21

Are you sure you want to delete this record?

Yes   No