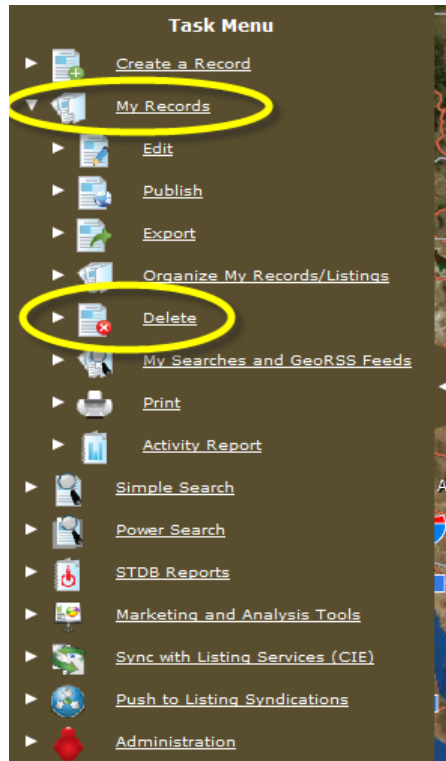


Delete Tutorial

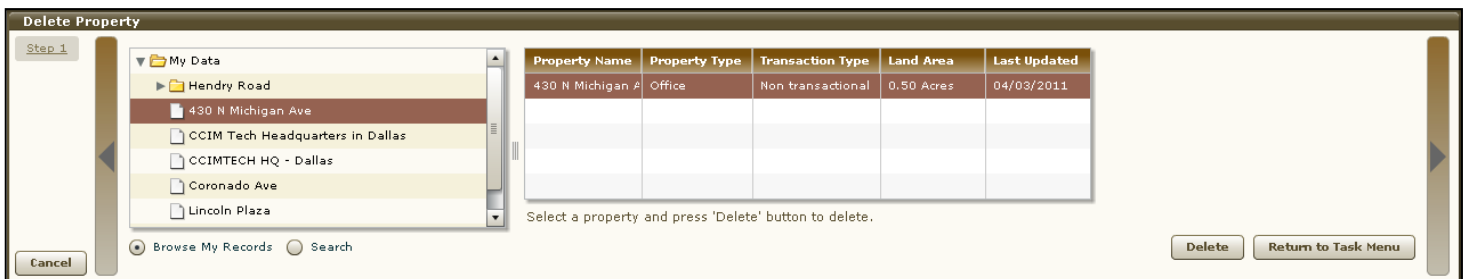
The Delete feature allows users to delete any previously saved record/listing. Users may use this feature when the record/listing is no longer available.

The step-by-step instructions below take you through the process of using the various features within Delete.

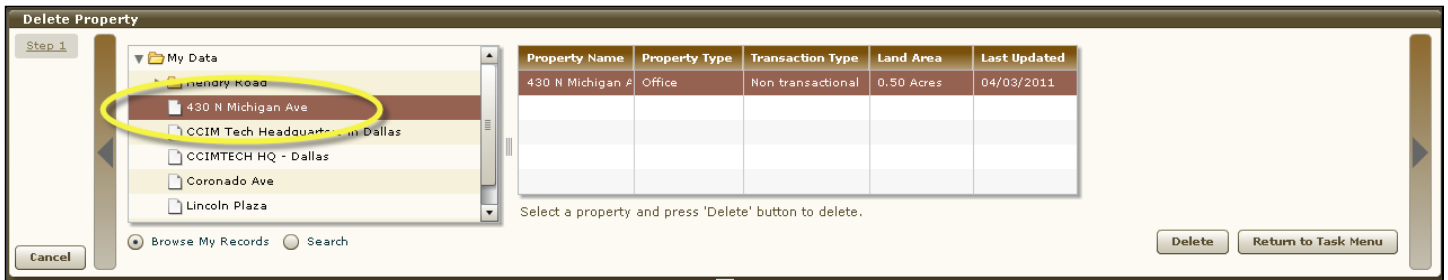
Step 1: Click 'My Records' located on the Task Menu. Select 'Delete'.



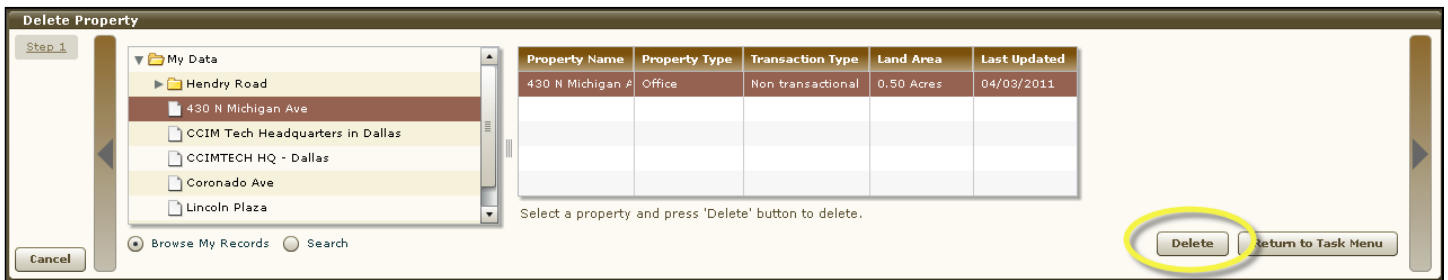
The 'Delete' workflow will open at the top of the screen.



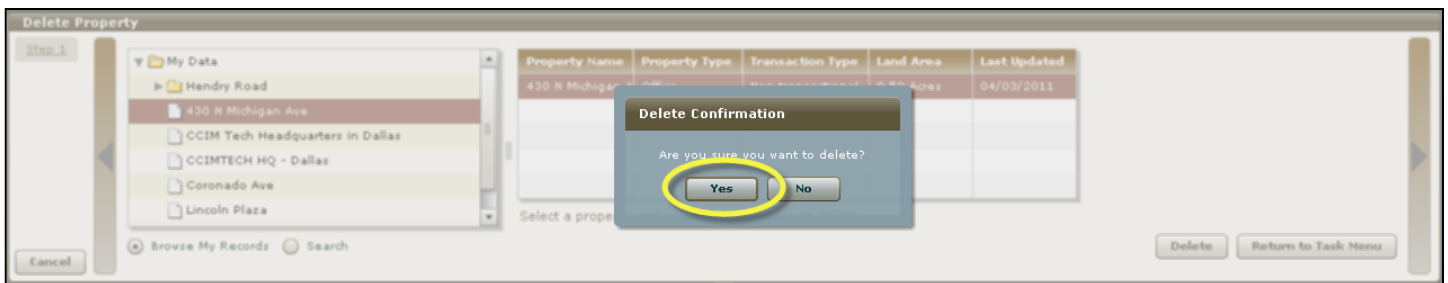
Select the desired record/listing to delete.



Once the user has selected a record/listing to delete, click the 'Delete' button.



A Delete Confirmation box will appear. Click the "Yes" button to permanently delete the record/listing.



The user has successfully deleted the selected record/listing. The user can choose any additional record(s)/listing(s) to delete or click the 'Return to Task Menu' button and be taken back to the CCIMREDEX home screen.

