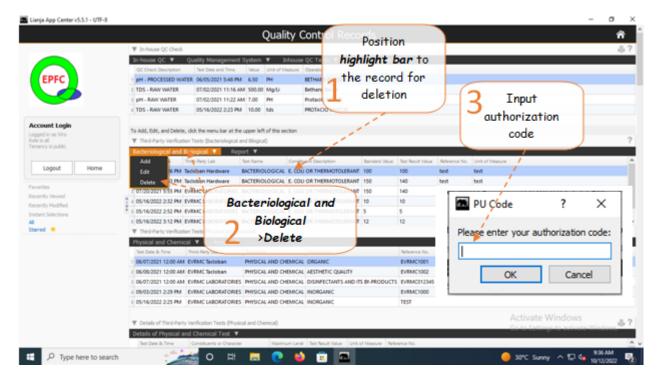# Delete

To Delete
1. At the ***Third-Party Verification Test (Bacteriological and Biological)*** section, position the *highlight bar* to the record you want to delete;
2. At the ***Bacteriological and Biological*** menu bar, click Delete;
3. System will prompt you to enter your *authorization code*;
4. If *authorization code* is accepted, you will be prompted to confirm the deletion. **Yes** to proceed, **No** to abort.
5. <u>Note</u>: *Edit* and **Delete** actions requires authorization code.

<u>Reminder</u>: in ***Edit*** and ***Delete*** actions, you will be asked to enter your *authorization code.* Authorization code safeguards accidental or unintentional edit or deleting of data.