



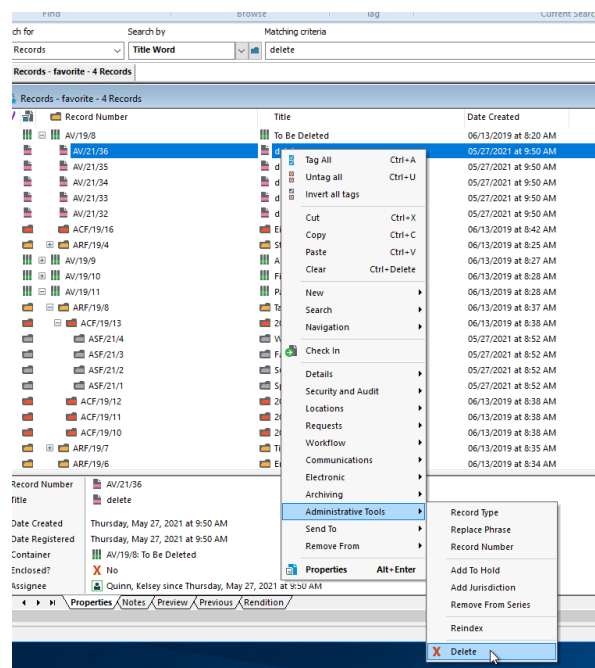
Deleting Records in Content Manager 9.3

****IMPORTANT: Once records are deleted from the system, they are unrecoverable. Please use extreme caution when deleting records****

Deleting records is something we like to reserve for accidents only, as there is no trace that it ever existed within the system via audit logs. Due to this, power users are the only users with the ability to delete from the system, aside from ORMS administrators.

To delete a record, we suggest having a policy in place so all users have a unified way of showing power users the correct record to delete. Renaming the document “delete” and dragging it to a “to be deleted” folder is our suggestion to ensure no other records are deleted that shouldn’t be. From there a power user can either search for the title “delete” or go to the “to be deleted folder” regularly and delete the un-needed records.

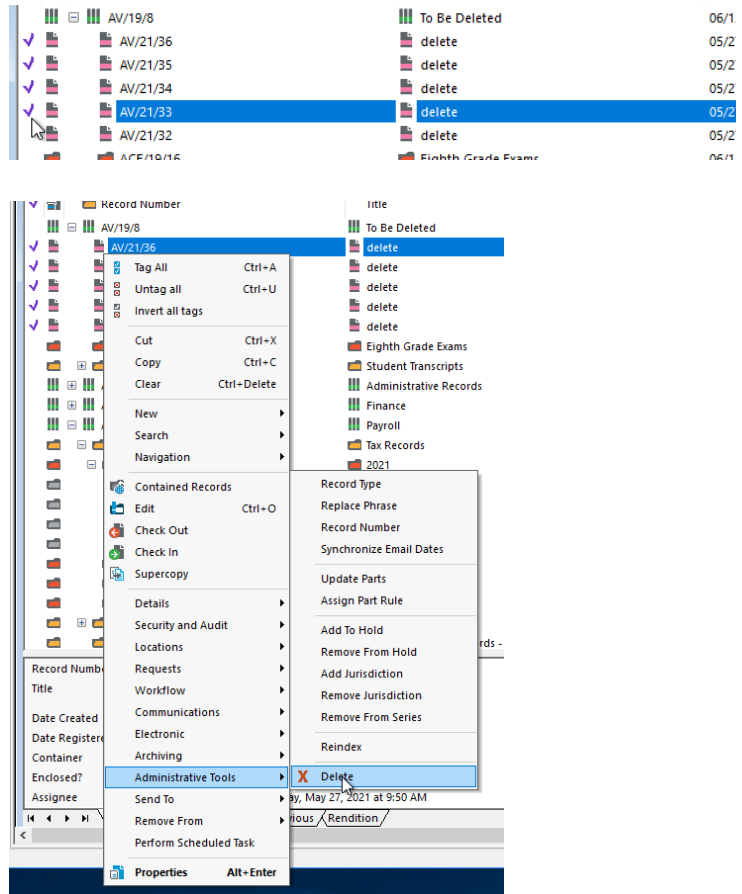
Right click on the document, go to ***administrative tools*** and ***delete***.





Deleting Records in Content Manager 9.3

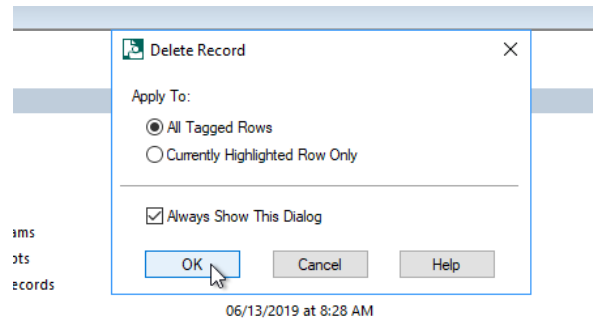
To delete more than one record, **tag** the records you wish to delete by clicking next to the left of the record, creating a **purple checkmark**, then right click on one of the records, go to **administrative tools** and **delete**.



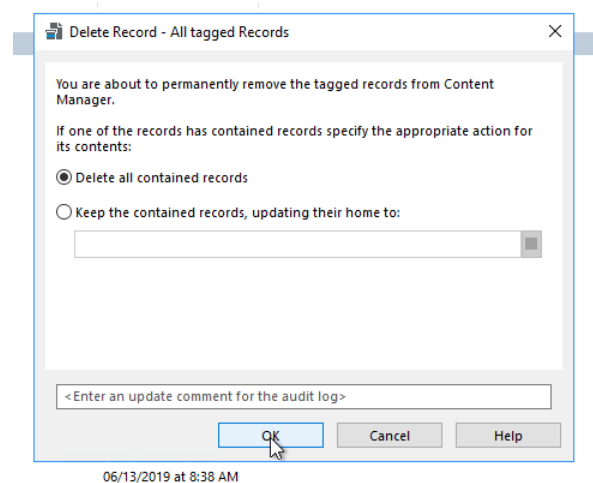


Deleting Records in Content Manager 9.3

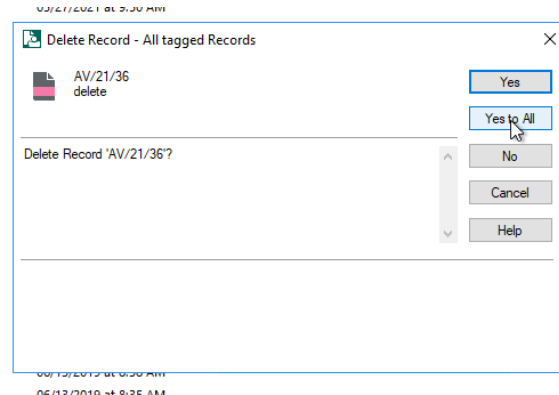
Then click **OK** to *all tagged rows*.



and **OK** to *all contained records*,



Then click **yes to all**.



Additional questions? Contact ORMS Support at
1-888-354-2006
ormshelp@chavessupport.com