# 6.3 Delete Record

- To delete a record, click on the **Delete** button in the Action column of the list.
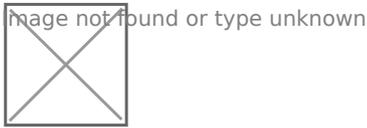
Overview:

- After clicking the delete button, it will display a confirmation dialog. Click the 'Yes, delete it!' button in the confirmation dialog to delete the record.
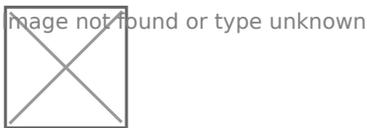
Figure 6- 3 Delete Confirmation Dialog

Note: Once deleted, the record cannot be recovered by the user. The alternative to deleting is to change the record's status to inactive/non-operational if the status field is available. This way, the user won't need to delete the record.

The records that are deleted through the interface can be retrieved in cases of accidental deletion. Please contact the technical support team if such events occur.

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