Exercise 4 Delete a Position

1. Select the Record
2. Find John Black
3. Filter on Personnel Number
4. Pick one record line at a time
5. Click on "Salary Edit Form"
6. Click on "Button"
7. Click on "Trash Can"
8. Delete Position Mode
9. Delete Current Position?
10. Delete Current Position?
11. Message regarding Deletion
12. Do not have Filter Personnel # on
13. Return to the Worksheet
14. Exit Tutorial
Exercise 4 Delete a Position

1. Select the Record

Select the employee whose position you wish to delete from your budgeting process.
2. Find John Black

From the surname column find the name Black and highlight that record by clicking on the row.
3. Filter on Personnel Number

Filter on the Personnel Number to delete all record lines. Click on the filter "P #" from your toolbar.
4. Pick one record line at a time

Select the record line you wish to delete. Each line must be deleted one at a time.
5. Click on "Salary Edit Form"

Click on "Salary Edit Form"
6. Click on "Button".

From the Salary Edit Form, remove the filter by clicking on the "Filter P #" button on the toolbar.
7. Click on "Trash Can".
Click on the "Trash Can" icon to delete the record line.
8. Delete Position Mode

To delete the record line for this position, click on the "Trash Can Delete Position" button on your toolbar.
9. Delete Current Position?

The system will ask you to confirm whether or not you wish to proceed with the deletion. Deleted records are permanently deleted. If you need this information restored, it must be retyped. Select "Cancel" if you do not want to delete this position.
10. Delete Current Position?

If you do wish to delete the record, click on the "Green checkmark Continue" button.
11. Message regarding Deletion

The record you deleted will disappear, and a message in the bottom left of your screen will confirm the deletion.
12. Do not have Filter Personnel # on
Do not have the "Filter P #" on. You will not be able to return to your worksheet.
13. Return to the Worksheet

Use the "Green back Arrow" to return to the worksheet.
14. Exit Tutorial

You have deleted your position. Move on to Exercise 5: Record a Retirement.