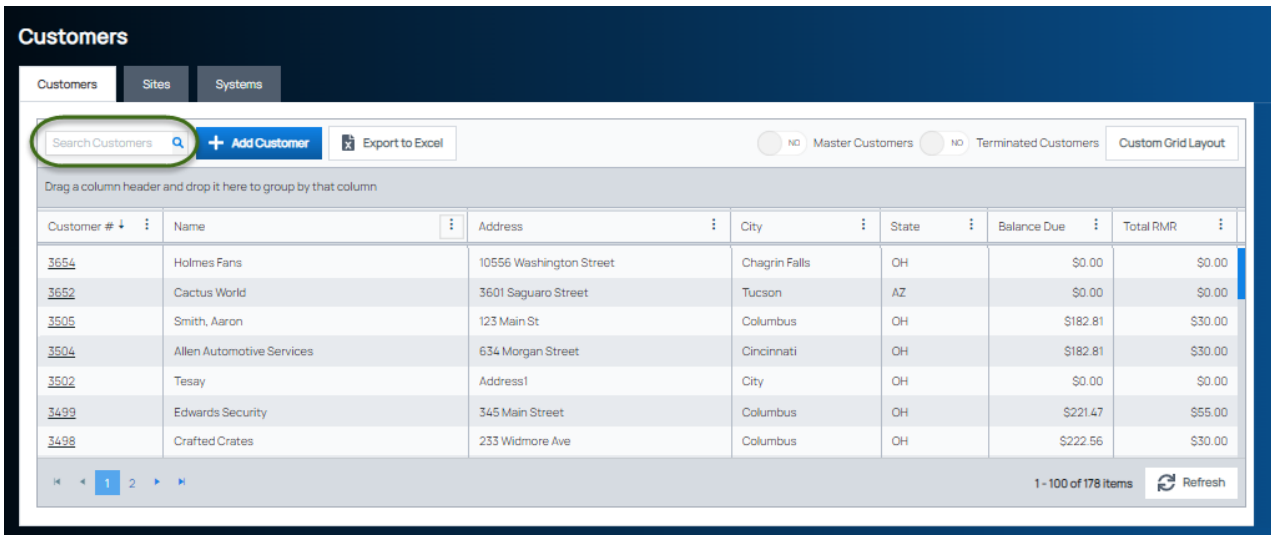# Delete System Notes

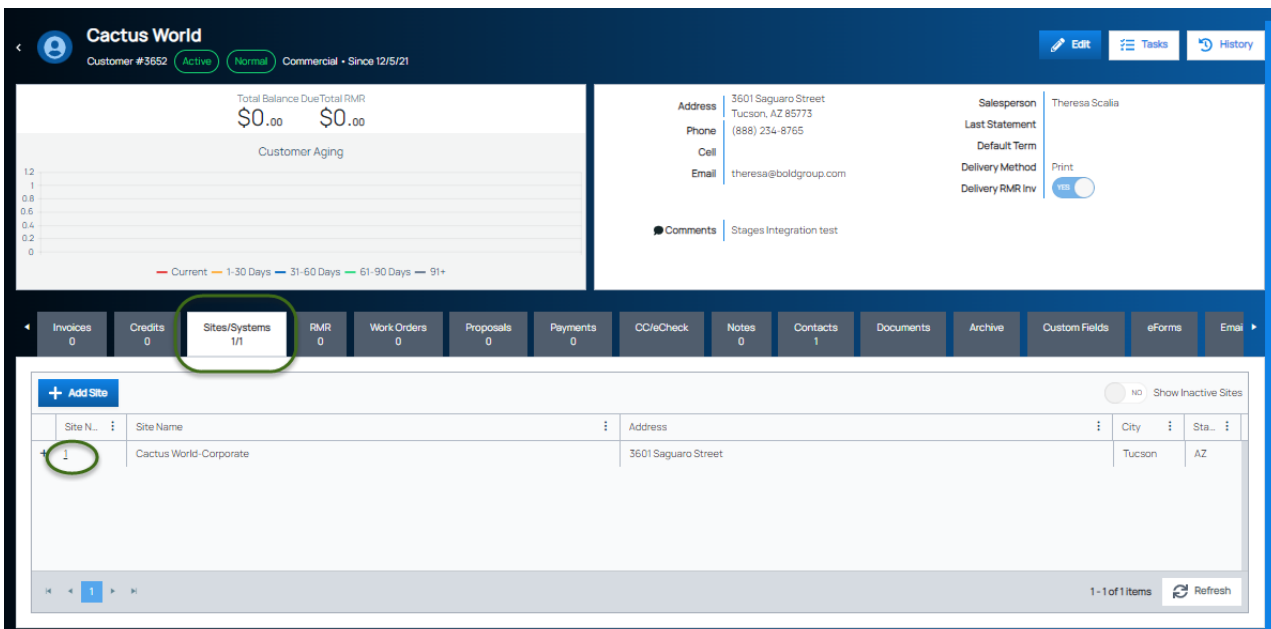Last Modified on 12/16/2024 4:53 pm EST

To delete a System Note, you must first access the customer record.

From the main menu, arrive at the Customers list with this path: CRM > Customers.

The Customers list opens. Locate the customer in the list, and then click the hyperlink in the Customer # column to open the customer record.

The Customer record opens. Click the Sites/Systems tab, and then in the Site Number column, click the hyperlink of the Site to which the System is linked to delete a note.

The Site record opens. Click the Systems tab.

A list of Systems attached to the Site is listed in the grid area. In the System Number column, click the hyperlink of the System for which you want to delete a Note.

The System record opens. Locate the Note you want to delete, and then click the Delete button (trashcan icon).

A confirmation message opens. Click Yes to delete the record.