

Delete an Authority

Last Modified on 04/27/2022 9:03 pm EDT

To delete an Authority, from the main menu, arrive at the Authorities setup with this path: Setup > Other > Authorities.

The Authorities list will be displayed. Locate the Authority you want to delete, and then click on the Delete button (trash can icon).

Note: When the User selects Yes to accept the deletion of the record, this does not delete the value from the database, however marks the record as "Inactive". In most cases, if a setup value was previously marked as "deleted", a user is able to re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously "deleted", will appear in the inactive list.

Authority	State	County	City	Phone1	Phone2	
Bainbridge Police	OH	Ceauga County	Chagrin Falls	(123) 123-1112		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Fire	OH		Chagrin Falls	(877) 877-8777		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
MI - Plymouth City PD	MI	Wayne County	Plymouth	(734) 453-1234		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
MI - Plymouth City FD	MI	Wayne County	Plymouth	(734) 453-1235		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
MI - Plymouth City EMT	MI	Wayne County	Plymouth	(734) 453-1231		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 - 5 of 5 items

A confirmation message will be displayed. Click the Yes button to proceed with the deletion (inactivation) of the record.

