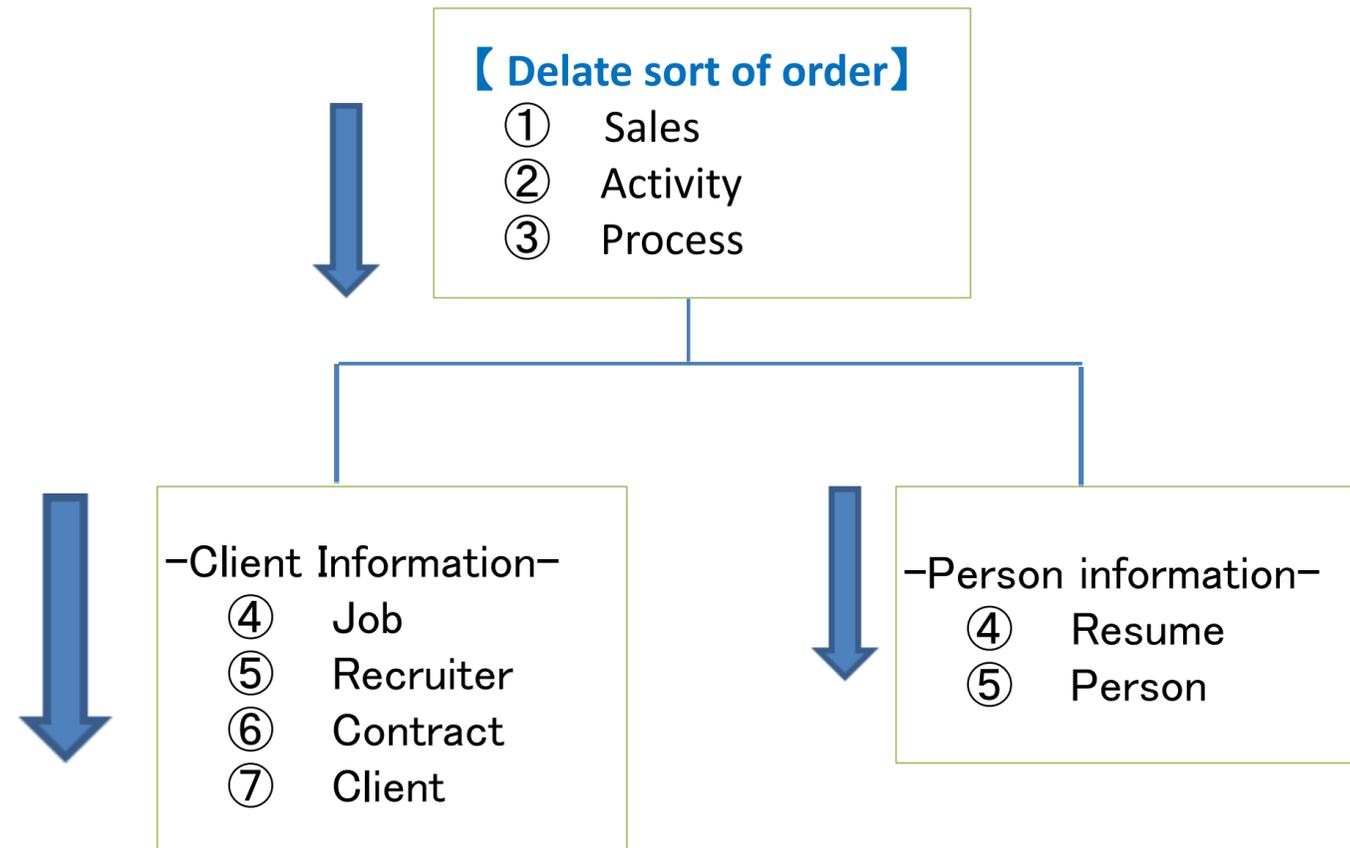


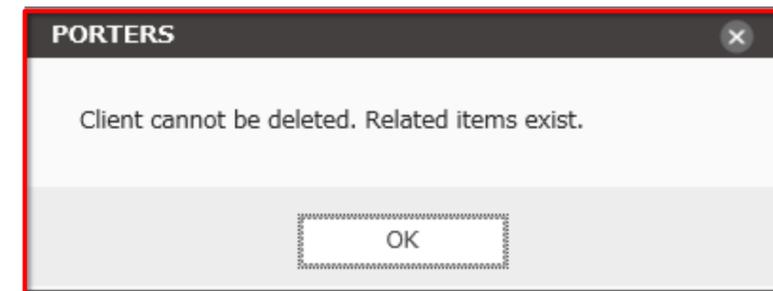
Delete Record



Data deletion will be conducted from the lowest level in the hierarchy



If the deletion is conducted from the higher level of the hierarchy with linked data available, there will be an error:



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Client Recruiter Job Person Resume Process Sales Activity

Person List (8) Add New Person Bulk Action

<input checked="" type="checkbox"/>	Anne Takahashi	Person ID	10008
		Person Name	Anne Takahashi
		Person Owner	N/A Catherine Porters

<input type="checkbox"/>	Meg Tanaka	Person ID	10009
		Person Name	Meg Tanaka
		Person Owner	N/A Catherine Porters

<input type="checkbox"/>	Anne Takahashi	Person ID	10007
		Person Name	Anne Takahashi
		Person Owner	N/A Catherine Porters

<input type="checkbox"/>	Tommy February	Person ID	10005
		Person Name	Tommy February
		Person Owner	N/A Catherine Porters

<input type="checkbox"/>	Hanako Yamada	Person ID	10004
		Person Name	Hanako Yamada
		Person Owner	N/A Catherine Porters

<input type="checkbox"/>	Taro Yamada ! Duplicate	Person ID	10003
		Person Name	Taro Yamada
		Person Owner	N/A Catherine Porters

Person | Anne Takahashi (10008) | (0) Print View

Edit Copy Delete Document Send Email

Basic Information

Person ID	10008	Zip Code (Person)	107-0052
Person Owner		Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
Person Name	Anne Takahashi	Telephone (Person)	03-6432-0000
Memo		E-mail (Person)	aaad@porters.jp
		Mobile Number (Person)	080-1000-0000
		Mobile E-mail (Person)	

System Information

Date Created	2014/10/31 13:57:45	Date Updated	2015/07/24 14:00:15
Registered by	N/A Catherine Porters	Updated by	N/A Catherine Porters

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Sublist Resume Add New Merge Bulk Update Resume List

	Resume ID	Resume Title	Phase	Phase Date	Resume Owner	Date Updated
<input checked="" type="checkbox"/>	10006	Anne Takahashi(10006)	Open	2014/10/31 13:58:00		2014/10/31 14:07:53

As an example, we will delete a Candidate record. Display the Candidate to be deleted in the detail view and check if there are data connected to the Candidate, such as resumes, etc in "Sublist". Related data should be deleted first (such as a resume) before deleting the Candidate data. This is because the Candidate data is used by the related data.

※ There is a possibility that the screen image might change.
 ※ In this manual, the default menus displayed are the default settings.
 To change the global menu display settings, please refer to the document "How to Customize the Global Menu".

Person List (8)

Add New Person

Bulk Action

<input checked="" type="checkbox"/>	▼ Anne Takahashi	Person ID	10008
		Person Name	Anne Takahashi
		Person Owner	N/A Catherine Porters
<input type="checkbox"/>	▼ Meg Tanaka	Person ID	10009
		Person Name	Meg Tanaka
		Person Owner	N/A Catherine Porters
<input type="checkbox"/>	▼ Anne Takahashi	Person ID	10007
		Person Name	Anne Takahashi
		Person Owner	N/A Catherine Porters
<input type="checkbox"/>	▼ Tommy February	Person ID	10005
		Person Name	Tommy February
		Person Owner	N/A Catherine Porters
<input type="checkbox"/>	▼ Hanako Yamada	Person ID	10004
		Person Name	Hanako Yamada
		Person Owner	N/A Catherine Porters
<input type="checkbox"/>	▼ Taro Yamada ! Duplicate	Person ID	10003
		Person Name	Taro Yamada
		Person Owner	N/A Catherine Porters



Person | Anne Takahashi (10008) | (0) Print View

Edit Copy Delete Document Send Email

Basic Information	
Person ID	10008
Person Owner	
Person Name	Anne Takahashi
Memo	
Zip Code (Person)	107-0052
Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
Telephone (Person)	03-6432-0000
E-mail (Person)	aaad@porters.jp
Mobile Number (Person)	080-1000-0000
Mobile E-mail (Person)	
System Information	
Date Created	2014/10/31 13:57:45
Registered by	N/A Catherine Porters
Date Updated	2015/07/24 14:00:15
Updated by	N/A Catherine Porters

Edit Copy Delete Document Send Email

Sublist	Resume	Add New	Merge	Bulk Update	Resume List
<input checked="" type="checkbox"/>	10006	Anne Takahashi(10006)	Open	2014/10/31 13:58:00	2014/10/31 14:07:53

- Detail
- Edit
- Copy
- Delete
- Doc Delete
- Send Email
- Email History
- LinkedIn Search
- facebook Search
- Google Maps
- Add Activity

Click the resume's action menu and select "Delete".

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Client Recruiter Job Person Resume Process Sales Activity

Person List (8) Add New Person Bulk Action

Person ID	Person Name	Person Owner
10008	Anne Takahashi	N/A Catherine Porters
10009	Meg Tanaka	N/A Catherine Porters
10007	Anne Takahashi	N/A Catherine Porters
10005	Tommy February	N/A Catherine Porters
10004	Hanako Yamada	N/A Catherine Porters
10003	Taro Yamada	N/A Catherine Porters

Person | Anne Takahashi (10008) | (0) Print View

Edit Copy Delete Document Send Email

Basic Information

Person ID	10008	Zip Code (Person)	107-0052
Person Owner		Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
Person Name	Anne Takahashi	Telephone (Person)	03-6432-0000
Memo		E-mail (Person)	aaad@porters.jp
		Mobile Number (Person)	080-1000-0000
		Mobile E-mail (Person)	

System Information

Date Created	2014/10/31 13:57:45	Date Updated	2015/07/24 14:00:15
Registered by	N/A Catherine Porters	Updated by	N/A Catherine Porters

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Sublist Resume Add New Merge Bulk Update Resume List

Title	Phase	Phase Date	Resume Owner	Date Updated
hashi(1)	Open	2014/10/31 13:58:00		2014/10/31 14:07:53

PORTERS

Are you sure you want to delete this?

Yes No

Click "Yes" in the confirmation dialog.
⚠Caution: Delete operation can't be undone.

Person List (8)

Add New Person

Bulk Action

<input checked="" type="checkbox"/>	▼	Anne Takahashi
	Person ID	10008
	Person Name	Anne Takahashi
	Person Owner	N/A Catherine Porters
<input type="checkbox"/>	▼	Meg Tanaka
	Person ID	10009
	Person Name	Meg Tanaka
	Person Owner	N/A Catherine Porters
<input type="checkbox"/>	▼	Anne Takahashi
	Person ID	10007
	Person Name	Anne Takahashi
	Person Owner	N/A Catherine Porters
<input type="checkbox"/>	▼	Tommy February
	Person ID	10005
	Person Name	Tommy February
	Person Owner	N/A Catherine Porters
<input type="checkbox"/>	▼	Hanako Yamada
	Person ID	10004
	Person Name	Hanako Yamada
	Person Owner	N/A Catherine Porters
<input type="checkbox"/>	▼	Taro Yamada ! Duplicate
	Person ID	10003
	Person Name	Taro Yamada
	Person Owner	N/A Catherine Porters

Mail
Search

Person | Anne Takahashi (10008) | (0)

Print View

Edit Copy Delete Document Send Email

▼ Basic Information	
Person ID	10008
Person Owner	
Person Name	Anne Takahashi
Memo	
Zip Code (Person)	107-0052
Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
Telephone (Person)	03-6432-0000
E-mail (Person)	aaad@porters.jp
Mobile Number (Person)	080-1000-0000
Mobile E-mail (Person)	
▼ System Information	
Date Created	2014/10/31 13:57:45
Registered by	N/A Catherine Porters
Date Updated	2015/07/24 14:00:15
Updated by	N/A Catherine Porters

Edit Copy Delete Document Send Email

Sublist | Resume Add New Merge Bulk Update Resume List

The resume data is now deleted. Since there are no related data, we can now proceed with the deletion of Candidate.

Person List (8)

Add New Person

Bulk Action

[Customize View](#)

<input type="checkbox"/>	Anne Takahashi	Person ID	10008	Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
	Detail	Person Name	Anne Takahashi	Telephone (Person)	03-6432-0000
	Edit	Person Owner	N/A Catherine Porters	E-mail (Person)	aaad@porters.jp
	Copy			Mobile Number (Person)	080-1000-0000
	Delete			Mobile E-mail (Person)	
	Document			Date Updated	2015/07/24 14:00:15
	Send Email				
	Email History				
<input type="checkbox"/>	Anne Takahashi	Person ID	10007	Address (Person)	8-5-34 Akasaka,Minato-ku,Tokyo
	Detail	Person Name	Anne Takahashi	Telephone (Person)	03-6432-9829
	Edit	Person Owner	N/A Catherine Porters	E-mail (Person)	aaa@porters.jp
	Copy			Mobile Number (Person)	080-0000-0000
	Delete			Mobile E-mail (Person)	abc@porters.jp
	Document			Date Updated	2014/10/31 14:17:07
	Send Email				
	Email History				
<input type="checkbox"/>	Tommy February	Person ID	10005	Address (Person)	
	Detail	Person Name	Tommy February	Telephone (Person)	
	Edit	Person Owner	N/A Catherine Porters	E-mail (Person)	hrbc-support@porters.jp
	Copy			Mobile Number (Person)	
	Delete			Mobile E-mail (Person)	
	Document			Date Updated	2014/10/29 10:43:19
	Send Email				
	Email History				
<input type="checkbox"/>	Hanako Yamada	Person ID	10004	Address (Person)	東京都港区
	Detail	Person Name	Hanako Yamada	Telephone (Person)	03-1111-2222
	Edit	Person Owner	N/A Catherine Porters	E-mail (Person)	hanako@porters.jp
	Copy			Mobile Number (Person)	080-2222-3333
	Delete			Mobile E-mail (Person)	
	Document			Date Updated	2014/06/19 18:45:48
	Send Email				
	Email History				
<input type="checkbox"/>	Taro Yamada Duplicate	Person ID	10003	Address (Person)	Sample Address (Person)
	Detail	Person Name	Taro Yamada	Telephone (Person)	00-0000-0000
	Edit	Person Owner	N/A Catherine Porters	E-mail (Person)	sample@porters.jp
	Copy				
	Delete				
	Document				
	Send Email				
	Email History				

Click the Candidate title to display the action menu, then select the "Delete" item.

Mail

Search

<input type="checkbox"/>	▼ Anne Takahashi	Person ID	10008	Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
		Person Name	Anne Takahashi	Telephone (Person)	03-6432-0000
		Person Owner	N/A Catherine Porters	E-mail (Person)	aaad@porters.jp
				Mobile Number (Person)	080-1000-0000
				Mobile E-mail (Person)	
				Date Updated	2015/07/24 14:00:15
<input type="checkbox"/>	▼ Meg Tanaka	Person ID	10009	Address (Person)	
		Person Name	Meg Tanaka	Telephone (Person)	03-0000-0009
		Person Owner	N/A Catherine Porters	E-mail (Person)	e1@porters.jp
				Mobile Number (Person)	080-0000-0001
				Mobile E-mail (Person)	keitai@porters.jp
				Date Updated	2015/07/23 14:42:17
<input type="checkbox"/>	▼ Anne Takahashi	Person ID	10007	Address (Person)	8-5-34 Akasaka,Minato-ku,Tokyo
		Person Name	Anne Takahashi	Telephone (Person)	03-6432-9829
		Person Owner	N/A Catherine Porters	E-mail (Person)	aaa@porters.jp
				Mobile Number (Person)	080-0000-0000
				Mobile E-mail (Person)	abc@porters.jp
				Date Updated	2014/10/31 14:17:07
<input type="checkbox"/>	▼ Tommy February	Person ID	10005	Address (Person)	
		Person Name	Tommy February	Telephone (Person)	
		Person Owner	N/A Catherine Porters	E-mail (Person)	
				Mobile Number (Person)	
				Mobile E-mail (Person)	
				Date Updated	
<input type="checkbox"/>	▼ Hanako Yamada	Person ID	10004	Address (Person)	東京都港区
		Person Name	Hanako Yamada	Telephone (Person)	03-1111-2222
		Person Owner	N/A Catherine Porters	E-mail (Person)	hanako@porters.jp
				Mobile Number (Person)	080-2222-3333
				Mobile E-mail (Person)	
				Date Updated	2014/06/19 18:45:48
<input type="checkbox"/>	▼ Taro Yamada Duplicate	Person ID	10003	Address (Person)	Sample Address (Person)
		Person Name	Taro Yamada	Telephone (Person)	00-0000-0000
		Person Owner	N/A Catherine Porters	E-mail (Person)	sample@porters.jp

PORTERS [Close]

Are you sure you want to delete this?

Click "Yes" in the confirmation dialog.
 ※Caution: Delete operation can't be undone.

Mail

Search

Person List (8)

Add New Person

Bulk Action

Customize View

The data is now deleted and is not displayed in the list.

<input type="checkbox"/>	<input type="checkbox"/>	<u>Meg Tanaka</u>							
	Person ID	<u>10009</u>		Address (Person)					
	Person Name	Meg Tanaka		Telephone (Person)	03-0000-0009				
	Person Owner	N/A Catherine Porters		E-mail (Person)	e1@porters.jp				
				Mobile Number (Person)	080-0000-0001				
				Mobile E-mail (Person)	keitai@porters.jp				
				Date Updated	2015/07/23 14:42:17				
<input type="checkbox"/>	<input type="checkbox"/>	<u>Anne Takahashi</u>							
	Person ID	<u>10007</u>		Address (Person)	8-5-34 Akasaka,Minato-ku,Tokyo				
	Person Name	Anne Takahashi		Telephone (Person)	03-6432-9829				
	Person Owner	N/A Catherine Porters		E-mail (Person)	aaa@porters.jp				
				Mobile Number (Person)	080-0000-0000				
				Mobile E-mail (Person)	abc@porters.jp				
				Date Updated	2014/10/31 14:17:07				
<input type="checkbox"/>	<input type="checkbox"/>	<u>Tommy February</u>							
	Person ID	<u>10005</u>		Address (Person)					
	Person Name	Tommy February		Telephone (Person)					
	Person Owner	N/A Catherine Porters		E-mail (Person)	hrbc-support@porters.jp				
				Mobile Number (Person)					
				Mobile E-mail (Person)					
				Date Updated	2014/10/29 10:43:19				
<input type="checkbox"/>	<input type="checkbox"/>	<u>Hanako Yamada</u>							
	Person ID	<u>10004</u>		Address (Person)	東京都港区				
	Person Name	Hanako Yamada		Telephone (Person)	03-1111-2222				
	Person Owner	N/A Catherine Porters		E-mail (Person)	hanako@porters.jp				
				Mobile Number (Person)	080-2222-3333				
				Mobile E-mail (Person)					
				Date Updated	2014/06/19 18:45:48				
<input type="checkbox"/>	<input type="checkbox"/>	<u>Taro Yamada</u> ! Duplicate							
	Person ID	<u>10003</u>		Address (Person)	Sample Address (Person)				
	Person Name	Taro Yamada		Telephone (Person)	00-0000-0000				
	Person Owner	N/A Catherine Porters		E-mail (Person)	sample@porters.jp				
				Mobile Number (Person)	090-0000-0000				
				Mobile E-mail (Person)	sample@porters.jp				
				Date Updated	2014/05/16 14:57:50				
<input type="checkbox"/>	<input type="checkbox"/>	<u>Sample Person 01</u> ! Duplicate							
	Person ID	<u>10001</u>		Address (Person)	Sample Address (Person)				
	Person Name	Sample Person 01		Telephone (Person)	00-0000-0000				
	Person Owner	N/A Catherine Porters		E-mail (Person)	sample@porters.jp				

Mail

Search