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:



PORTERS Trial expires in 328 days		
😯 Client Recruiter Job Person Resu	ime Process Sales Activity	
Person List (8)	Add New Person Bulk Action	× Person
🔲 🔻 <u>Anne Takahashi</u>		Edit Co
Person ID	10008	▼ Basic Inf
Person Name	Anne Takahashi	
Person Owner	N/A Catherine Porters	Pe
Meg Tanaka		
Person ID	10009	- System I
Person Name	Meg Tanaka	D
Person Owner	N/A Catherine Porters	Re
		Edit Co
		Sublist R
Anne Takahashi		Re
Person ID	10007	- 100
Person Name	Anne Takahashi	
Mail Person Owner	N/A Catherine Porters	
Q		
earch		
Tommy February		
Person ID	10005	
Person Name	Tommy February	
Person Owner	N/A Catherine Porters	
Hanako Yamada		
Person ID	10004	
Person Name	Hanako Yamada	
Person Owner	N/A Catherine Porters	
Taro Yamada A Duplicate		
Person ID	10003	
Person Name	Taro Yamada	
Person Owner	N/A Catherine Porters	

 \divideontimes 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".

					Catherine Po	rters	Apps 🔻	0	?
Anne Ta	kahashi (10008	3) 🖂 (0)					🖯 Pr	int '	View
by Delete	Document Send Em	nail							
ormation									
Person ID	10008			Zip Code (Perso	n) 107-0052				
rson Owner				Address (Perso	n) 3F-8-5-34 Akasa	aka,Mir	nato-ku,T	oky	0
erson Name	Anne Takahashi			Telephone (Perso	n) 03-6432-0000				
Memo				E-mail (Perso	n) <u>aaad@porters.j</u> p	2			
				Mobile Numb	er S 080-1000-0000)			
			M	(Perso hilo E-mail (Darso	n)				
			IMIC	bblie E-mail (Perso	n)				
nformation	2014/10/21 12:57:45			Data Undat	ad 2015/07/24 14	00.15			
ate Created	2014/10/31 13:57:45) 		Date Update	ed 2015/07/24 14:	Dortor			
gistered by	N/A Catherine Porte	5		Opdated	by N/A Cathenne	Porters	5		
by Delete	Document Send Em	nail							
esume 🕐	Add New Merge B	ulk Update Resul	me	List 12					
sume ID	Resume Title	Phase		Phase Date	Resume Owner	Date	Update	d	
<u>106</u>	<u>Anne Takahashi(1</u> 0006)	Open		2014/10/31 13:58:00		2014 14:0	/10/31 7:53		
A Displa check i Rela befo	s an example, w ay the Candidat of there are data resulted data should re deleting the Candidate data	ve will delete e to be dele a connected mes, etc in ' l be deleted Candidate d ta is used by	e a te l to "S fir lat y t	a Candidate re d in the detail o the Candidat ublist". st (such as a a. This is beca he related dat	ecord. view and te, such as resume) ause the ta.				

PORT	ERS Trial expires in 328 days	ne Process Sales Activity					Catherine Po	rters Apps - 🗞 🅐
Pe	erson List (8)	Add New Person Bulk Action	× Persor	Anne Taka	hashi (10008) 🛛 📉 (0)			Print View
	Anne Takahashi		Edit	Copy Delete Do	ocument Send Email			
- 1	Person ID	10008	→ Basic 1	Information				
	Person Name	Anne Takahashi		Person ID 10	008	Zip Code (Pers	on) 107-0052	
	Person Owner	N/A Catherine Porters		Person Owner		Address (Pers	on) 3F-8-5-34 Akasa	aka,Minato-ku,Tokyo
				Person Name An	ne Takahashi	Telephone (Pers	on) 03-6432-0000	
				Memo		E-mail (Pers	on) <u>aaad@porters.j</u> p	2
						Mobile Num	1 ber (S) 080-1000-0000	
ſ	Meg Tanaka					(Pers	son)	
L		10000	C			Mobile E-mail (Pers	ion)	
-	Person Name	Meg Tapaka	▼ System	Data Created 20	14/10/21 12:57:45	Data Unda	tod 2015/07/24 14:	00:15
	Person Owner	N/A Catherine Porters		Registered by N/	Δ Catherine Porters	Undated	by N/A Catherine	Porters
	Person Owner	NyA Catherine Porters		Comu Doloto D		opuller	a by N/A catherine	l'orters
-			Edit	Copy Delete Do	Send Email			
_			Sublist	Resume CL Ad	d New Merge Bulk Lindate Res	sume List FA		
			Subisc	Resume ID	Resume Title Phase	Phase Date	Resume Owner	Date Undated
[Anne Takahashi			10006	Anne Takabashi(1 Open	2014/10/31		2014/10/31
	Person ID	10007		10000	<u>0006</u>)	13:58:00		14:07:53
	Person Name	Anne Takahashi	Detail					
Mail	Person Owner	N/A Catherine Porters	Edit					
Q _			Сору					
Search			Delete		1			
			Dod Del	ete i				
[Tommy February		Cond C					
	Person ID	<u>10005</u>	Send E	mail	Click the resume'	s action menu		
	Person Name	Tommy February	Email F	listory				
	Person Owner	N/A Catherine Porters	LinkedI	In Search	and select	Delete .		
			faceboo	ok Search				
			Google	Maps				
			Add Ac	tivity				
1	Hanako Yamada			,				
L	Person ID	10004						
_	Person Name	Hanako Yamada						
-	Person Owner	N/A Catherine Porters						
	Taro Vamada A Burlind							
L		10000						
	Person ID							
	Person Name	Taro Yamada						
	Person Owner	N/A Catherine Porters						

POF	TERS Trial expires in 328 da	ys		
	Client Recruiter Job	Person Resum		
F	Person List (8)	A	dd New Person 🛛 Bulk Action 🔽	× Person
_	🗖 🔻 Anne Takahashi	i		Edit Co
		Person ID	10008	- Basic Int
		Person Name	Anne Takahashi	• Basic In
		Person Owner	N/A Catherine Porters	Pe
				P
	🗖 💌 <u>Meg Tanaka</u>			
		Person ID	<u>10009</u>	- System 1
		Person Name	Meg Tanaka	C
		Person Owner	N/A Catherine Porters	R
				Edit Co
	Anne Takahashi	i		PORTERS
		Person ID	10007	
		Person Name	Anne Takahashi	Are you sure you want to delete this
		Person Owner	N/A Catherine Porters	, ,
				Ves
	Tommy Februar	ry		
		Person ID	<u>10005</u>	
		Person Name	Tommy February	
		Person Owner	N/A Catherine Porters	
		3	10001	
		Person ID	<u>10004</u>	
		Person Name	Hanako Yamada	
		Person Owner	N/A Catherine Porters	
	Taro Vamada	Duplicato		
		Percen ID	10003	
		Person Name	Taro Yamada	
		Person Owner	N/A Catherine Porters	

		Catherine	Porters	Apps 👻	°° (?)
Anne Takahashi (10008) 🔀 (0)) 🔒 Pri	nt View
by Delete Document Send Email					
ormation					
Person ID 10008 rson Owner	Zip Code (Person Address (Person	n) 107-0052 n) 3F-8-5-34 Ak	asaka,Min	ato-ku,To	okyo
Memo	Elephone (Person E-mail (Person Mobile Numb (Person Mobile E-mail (Person	n) 03-6432-000 n) <u>aaad@porter</u> er ⑤ 080-1000-0 n) n)	0 <u>s.jp</u> 000		
nformation					
ate Created 2014/10/31 13:57:45	Date Update	ed 2015/07/24	14:00:15		
gistered by N/A Catherine Porters	Updated l	by N/A Catherin	e Porters		
by Delete Document Send Email					
esume 🖒 Add New Merge Bulk Update Resu	me List 🖸				
itle Phase	Phase Date	Resume Owne	r Date	Updated	
hashi(1 Open	2014/10/31 13:58:00		2014/	/10/31 /:53	
? No					
Click "Yes" in the					
confirmation dialog					
aution: Delete operation					
can't be undone.					

PORTERS Trial expires in 328 days		
🛞 Client Recruiter Job Person Res	ume Process Sales Activity	
Person List (8)	Add New Person Bulk Action	× Person
🗖 🚽 <u>Anne Takahashi</u>		Edit Co
Person I	D <u>10008</u>	- Basic Inf
Person Nam	e Anne Takahashi	
Person Owne	r N/A Catherine Porters	Pe
Meg Tanaka		
Person I	D <u>10009</u>	- System I
Person Nam	e Meg Tanaka	D
Person Owne	r N/A Catherine Porters	Re
		Edit Cor
		Sublist R
Anne Takahashi		
Person I	D 10007	
Person Nam	e Anne Takahashi	
Mail Person Owne	r N/A Catherine Porters	
Q		
Search		11
Tommy February		
Person I	D 10005	
Person Nam	e Tommy February	
Person Owne	r N/A Catherine Porters	
Hanako Yamada		
Person I	D 10004	
Person Nam	e Hanako Yamada	
Person Owne	r N/A Catherine Porters	
Taro Yamada 🛕 Duplicate		
Person I	D <u>10003</u>	
Person Nam	e Taro Yamada	
Person Owne	r N/A Catherine Porters	

	Catherine Porters Apps - 🗞 🍞
Anne Takahashi (10008) 🛛 🔀 (0)	Print View
py Delete Document Send Email	
formation	
Person ID 10008	Zip Code (Person) 107-0052
erson Owner	Address (Person) 3F-8-5-34 Akasaka, Minato-ku, Tokyo
erson Name Anne Takahashi	Telephone (Person) 03-6432-0000
Memo	E-mail (Person) aaad@porters.jp
	Mobile Number S 080-1000-0000
	(Person) Mobile E-mail (Person)
[nformation	Mobile E-mail (Person)
Information	Data Undated 2015/07/24 14:00:15
aristered by N/A Catherine Porters	Undated by N/A Catherine Porters
ny Delete Degument Cond Engil	opulated by N/A callenne Torters
py Delete Document Send Email	
Resume 🖒 Add New Merge Bulk Update Resum	ne List 🛃
The resume da Since there are can now procee of Ca	ata is now deleted. no related data, we ed with the deletion andidate.

POR	TERS Trial expires in 328 days	5			
Se la companya de la	Client Recruiter Job	Person	Resume	e Process Sales Activity	
P	Person List (8)		Ad	dd New Person Bulk Action 🝷	
	Anne Takahashi				
	Detail	Pers	on ID	10008	
	Edit	son	Name	Anne Takahashi	
	Carry	son (Owner	N/A Catherine Porters	
	Сору	_			
	Delete				
	Document Delete				
	Send Email				
	Email History	Per	Cli	lick the Candidate title to display the	
		Person	action	on menu then select the "Delete" item	
		Person	action		
	🗖 🚽 Anne Takahashi				
		Pers	on ID	10007	
\mathbf{X}		Person	Name	Anne Takahashi	
Mail		Person (Owner	N/A Catherine Porters	
Q					
Search					
	Tommy February	<u>/</u>			
		Pers	on ID	10005	
		Person	Name	Tommy February	
		Person (Owner	N/A Catherine Porters	
					_
	Hanako Yamada				
		Pers	on ID	10004	
		Person	Name	Hanako Yamada	
		Person	Jwner	N/A Catherine Porters	
		Duplicate			
		Pers	on ID	<u>10003</u>	
		Person	Name	Taro Yamada	
		Person (Jwner	N/A Catherine Porters	

		Catherine	Porters	Apps -	0	?
			<u>Cı</u>	ustomize	View	
						_
Address (Person)	3F-8-5-34 Akasaka Minato-ku Tokyo					
Telephone (Person)	03-6432-0000					
E-mail (Person)	aaad@porters.ip					
Mobile Number (Person)	8 080-1000-0000					
Mobile E-mail (Person)						
Date Updated	2015/07/24 14:00:15					
Address (Person)						
Telephone (Person)	03-0000-0009					
E-mail (Person)	e1@porters.jp					
Mobile Number (Person)	S 080-0000-0001					
Mobile E-mail (Person)	<u>keitai@porters.jp</u>					
Date Updated	2015/07/23 14:42:17					
Address (Person)	8-5-34 Akasaka.Minato-ku.Tokvo					
Telephone (Person)	03-6432-9829					
E-mail (Person)	aaa@porters.ip					
Mobile Number (Person)	8 080-0000-0000					
Mobile E-mail (Person)	abc@porters.ip					
Date Updated	2014/10/31 14:17:07					
Address (Person)						
Telephone (Person)						
E-mail (Person)	hrbc-support@porters.jp					
Mobile Number (Person)						
Mobile E-mail (Person)						
Date Updated	2014/10/29 10:43:19					
Address (Person)	東京都港区					
Telephone (Person)	03-1111-2222					
E-mail (Person)	hanako@porters.jp					
Mobile Number (Person)	S 080-2222-3333					
Mobile E-mail (Person)						
Date Updated	2014/06/19 18:45:48					
Address (Person)	Sample Address (Person)					
Telephone (Person)	00-0000-0000					
E-mail (Person)	<u>sample@porters.jp</u>					

PORTERS Trial expires in 328 days							Catherine Porters Apps •	°° ?
Client Recruiter Job	Person Resume							
Person List (8)	Ac	dd New Person 🛛 Bulk Action 🔽					<u>Customize V</u>	iew
	Person ID	10008			Address (Person)	3E-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		
				Mo	bile Number (Person)	S 080-1000-0000		
				M	Iobile E-mail (Person)			
					Date Updated	2015/07/24 14:00:15		
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		
				Mo	bile Number (Person)	S 080-0000-0001		
				Μ	Iobile E-mail (Person)	keitai@porters.jp		
					Date Updated	2015/07/23 14:42:17		
Anne Takahashi			PORTERS					
	Person ID	10007			(Person)	8-5-34 Akasaka,Minato-ku,Tokyo		
	Person Name	Anne Takahashi			(Person)	03-6432-9829		
	Person Owner	N/A Catherine Porters	Are you sure you want to de	lete this?	(Person)	aaa@porters.jp		
					(Person)	S 080-0000-0000		
					(Person)	abc@porters.jp		
			Yes	No	Updated	2014/10/31 14:17:07		
Tommy February								
	Person ID	<u>10005</u>			Address (Derson)			
	Person Name	Tommy February						
	Person Owner	N/A Catherine Porters		Click '	'Yes" in the confir	mation dialog		
						ination dates.		
				X Gaution	: Delete operation	can t be undone.		
Hanako Yamada								
	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		
				Mo	bile Number (Person)	S 080-2222-3333		
				Μ	lobile E-mail (Person)			
					Date Updated	2014/06/19 18:45:48		
Taro Yamada \Lambda D	uplicate							
	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 Trial evolution in 200	dave						Catherine Porters Apps - Q
	lab Derson Posuma	Drocess Salos A					outrienne Forters Apps * *
	bb Person Resume	Process Sales Ad					
Person List (8)	Ad	ld New Person Bulk A	ction 🔽				Customize View
🔲 🔻 <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 Porter		·	erson)	e1@porters.jp	
					Person)	S 080-0000-0001	
			The data is now deleted and is	not displayed in the list.	Person)	keitai@porters.jp	
					pdated	2015/07/23 14:42:17	
Anne Takahas	shi						
	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	5	E-mail (Person)	aaa@porters.ip	
				Mobile Number (Person)	B 080-0000-0000	
				Mobile E-mail (Person)	abc@porters.ip	
				Date	Updated	2014/10/31 14:17:07	
	1010 (
	Idi y	10005		Address ((Deveen)		
7	Person ID	<u>10005</u>		Address ((Person)		
ail	Person Name	N/A Cathering Derter	-	Telephone (Person)	hrha aupport@portors in	
	Person Owner	N/A Catherine Porters	5 	E-mail (Mehile Number (Person)	hrbc-support@porters.jp	
~				Mobile Rumber ((Person)		
arch				Date	Indated	2014/10/29 10:43:19	
				Date	opuateu	2014/10/29 10:43:19	
🔲 💌 <u>Hanako Yama</u>	<u>ida</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	5	E-mail (Person)	hanako@porters.jp	
				Mobile Number (Person)	S 080-2222-3333	
				Mobile E-mail (Person)		
				Date	Updated	2014/06/19 18:45:48	
🗖 🝷 <u>Taro Yamada</u>	▲ Duplicate						
	Person ID	10003		Address (Person)	Sample Address (Person)	
	Person Name	Taro Yamada		Telephone (Person)	00-0000-0000	
	Person Owner	N/A Catherine Porters	5	E-mail (Person)	sample@porters.jp	
				Mobile Number (Person)	090-0000-0000	
				Mobile E-mail (Person)	<u>sample@porters.jp</u>	
				Date	Updated	2014/05/16 14:57:50	
Sample Perso	n 01 \Lambda Duplicate						
	Person ID	10001		Address (Person)	Sample Address (Person)	
	Person Name	Sample Person 01		Telephone (Person)	00-0000-0000	
	Person Owner	N/A Catherine Porters	5	E-mail (Person)	sample@porters.ip	