
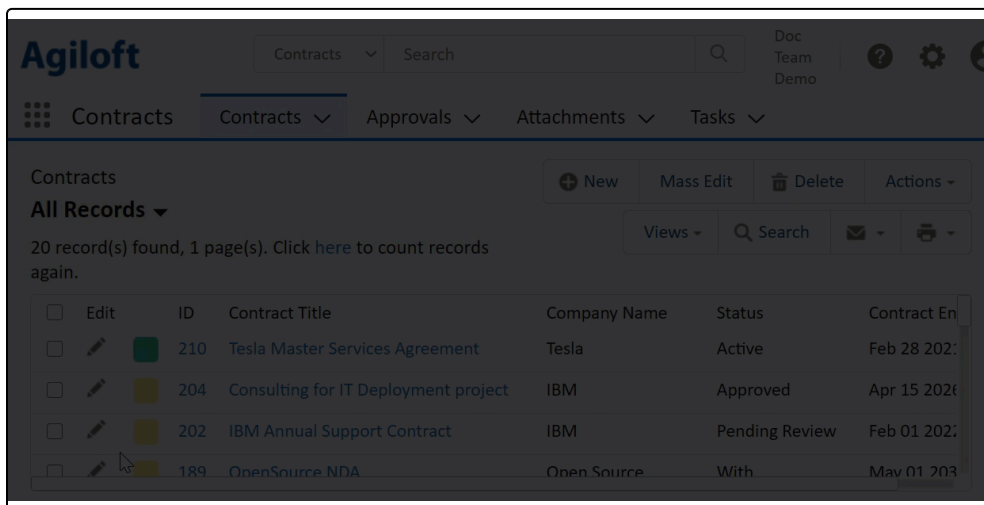


Deleting Records

Deleting records is an important permission, often only given to high level power or admin users. Because the action is permanent, it is important to restrict access to the Delete icon as much as possible. If you want to give users the ability to choose which records to delete without giving them full delete permission, it is possible to [create an action button that hides the records](#) and allows the admin to decide whether to delete them permanently. Or, you might schedule a weekly time-based rule to permanently delete the hidden records.

 The Delete button is visible only to users with the necessary permissions.

To delete individual records, select the checkbox in the table view and click Delete on the action bar. To delete all records on a single page or all found records, select the top checkbox and choose the appropriate drop-down menu item. When you click Delete, a confirmation dialog appears before the records are actually deleted.



The screenshot shows the Agiloft web application interface. At the top, there's a navigation bar with the Agiloft logo and a search bar. Below the navigation bar, there's a breadcrumb trail: Contracts > Contracts > Approvals > Attachments > Tasks. The main content area is titled 'Contracts' and shows a table of records. The table has columns for ID, Contract Title, Company Name, Status, and Contract End Date. There are five records listed. The first record is 'Tesla Master Services Agreement' with ID 210, status 'Active', and end date 'Feb 28 2021'. The second record is 'Consulting for IT Deployment project' with ID 204, status 'Approved', and end date 'Apr 15 2021'. The third record is 'IBM Annual Support Contract' with ID 202, status 'Pending Review', and end date 'Feb 01 2021'. The fourth record is 'OpenSource NDA' with ID 189, status 'With', and end date 'May 01 2021'. The fifth record is partially visible. Above the table, there's an action bar with buttons for 'New', 'Mass Edit', 'Delete', and 'Actions'. The 'Delete' button is highlighted. Below the table, there's a footer with the text '20 record(s) found, 1 page(s). Click [here](#) to count records again.'

ID	Contract Title	Company Name	Status	Contract End
210	Tesla Master Services Agreement	Tesla	Active	Feb 28 2021
204	Consulting for IT Deployment project	IBM	Approved	Apr 15 2021
202	IBM Annual Support Contract	IBM	Pending Review	Feb 01 2021
189	OpenSource NDA	Open Source	With	May 01 2021

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