This resource guides you through the process of deleting data in the Compass Portal.

How to Delete a Record

Provided a row of data does not have a Status of "Sent" in the Property Report Grid (i.e., the Status is either "New," "Saved," or "Validated"), a row of data that was previously entered into either the UT1 or UT2 Disposition or Purchaser grids can be deleted. Deleting removes the currently selected row from the data grid. Additionally, a UT3 Header or Check Detail can be deleted provided the aforementioned conditions regarding Status are met. Please follow these guidelines to delete a UT1, UT2, or UT3 record:

1. Select (highlight) the UT1, UT2 or UT3 Header record.

2. Select (highlight) the Property record. Note: you do not have permission to delete a Property record. Individual data entries within editable fields can be deleted. Contact a University Lands Analyst to delete a Property record.

3. Navigate to the grid where the data to delete is located and select (highlight) the row.

4. To delete, either press the "Delete" toolbar button or right-click and select "Delete Row" from the pop-up.

To undo the delete, hover the cursor over the row that has a strikethrough, and click the "Undo" button.

5. To commit the delete to the system, either press the "Save" toolbar button or right-click and select "Save" from the pop-up.