

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.

The screenshot shows the Compass Portal interface. At the top, there is a logo for 'compass UNIVERSITY LANDS THE UNIVERSITY of TEXAS SYSTEM' and a 'Log Off' link. Below the logo, there is a navigation bar with a search field containing 'Company A - 00000011111' and several action buttons: Save, Delete, Add Row, Validate, Send, Reverse/Rebook, Reset View, Show Hotkeys, and Upload CSV. The main content area displays a table titled 'UT1 and UT2 Header (1)'. The table has columns: Company Number, Company Name, Status, Production Date, and Product. The first row is highlighted in red and contains the following data: Company Number: 00000011111, Company Name: Company A, Status: Incomplete, Production Date: 11/2011, Product: Oil.

	Company Number	Company Name	Status	Production Date	Product
1	00000011111	Company A	Incomplete	11/2011	Oil
2	00000011111	Company A	Incomplete	12/2011	Oil
3	00000011111	Company A	Incomplete	01/2012	Oil
4	00000011111	Company A	Incomplete	02/2012	Oil
5	00000011111	Company A	Incomplete	03/2012	Oil

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.

The screenshot shows the Compass Portal interface displaying a 'Property Report (2)'. The table has columns: Trace Number, Status, Lease Number, Lease Name, Permit Number, RRC Number, RRC District, RRC Type, Unit Number, Transaction Type, Beginning Inventory, 8/8 Production, and 8/8 Disposition. The first row is highlighted in red and contains the following data: Trace Number: A16077, Status: Saved, Lease Number: 11111, Lease Name: Compass Portz, Permit Number: 45454, RRC Number: 08, RRC District: 0, RRC Type: Original, Unit Number: 9000.00, Transaction Type: 1000.00, Beginning Inventory: 10000.00, 8/8 Production: 0.00, 8/8 Disposition: 0.00.

	Trace Number	Status	Lease Number	Lease Name	Permit Number	RRC Number	RRC District	RRC Type	Unit Number	Transaction Type	Beginning Inventory	8/8 Production	8/8 Disposition
1	A16077	Saved	11111	Compass Portz	45454	08	0	Original	9000.00	1000.00	10000.00	0.00	0.00
2	A16078	New	22222	Compass Portz	56565	08	0	Original	0.00	0.00	0.00	0.00	0.00
3	A16079	New	44444	Compass Portz	78787	08	0	Original	0.00	0.00	0.00	0.00	0.00
4	A16080	New	88888	Compass Portz	13579	08	0	Original	0.00	0.00	0.00	0.00	0.00

Below the Property Report table, there is a section for 'Disposition (3) / Tract (4) / Purchaser (5)'. It includes a sub-table with columns: Trace Number, Lease Number, RRC/Permit Number, Lease Name, Disposition Type, UOM, Volume, Market Value, Price, Blended Royalty Percentage, and Royalty Due University. The first row is highlighted in red and contains the following data: Trace Number: A16077, Lease Number: 11111, RRC/Permit Number: 45454, Lease Name: Compass Portal Tr, Disposition Type: 1 - Trucks, UOM: BBL, Volume: 10000.00, Market Value: \$1,000,000.00, Price: \$100.00, Blended Royalty Percentage: 25.000000 %, Royalty Due University: \$250,000.00.

	Trace Number	Lease Number	RRC/Permit Number	Lease Name	Disposition Type	UOM	Volume	Market Value	Price	Blended Royalty Percentage	Royalty Due University
1	A16077	11111	45454	Compass Portal Tr	1 - Trucks	BBL	10000.00	\$1,000,000.00	\$100.00	25.000000 %	\$250,000.00

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

Disposition (3) / Tract (4) / Purchaser (5)											
Disposition	Tract	Purchaser									
Trace Number	Lease Number	RRC/Permit Number	Lease Name	Disposition Type	UOM	Volume	Market Value	Price	Blended Royalty Percentage	Royalty Due University	
1	A16077	11111	45454	Compass Portal Tr 1 - Trucks	BBL	10000.00	\$1,000,000.00	\$100.00	25.000000 %	\$250,000.00	

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

The screenshot shows the top of the Compass University Lands interface. The toolbar contains buttons for Save, Delete, Add Row, Validate, Send, Reverse/Rebook, Reset View, Show Hotkeys, and Upload CSV. The 'Delete' button is highlighted with a red box. Below the toolbar, a grid displays the same data as the previous screenshot. A right-click context menu is open over the first row, with 'Delete Row' highlighted in red. A red callout bubble points to the menu with the text 'Right-click to view the shortcut options'.

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

This screenshot shows the same interface as the previous one, but the 'Delete Row' option has been removed from the context menu. The first row in the grid now has a strikethrough over the 'Lease Name' and 'Disposition Type' columns. The 'Undo' button in the toolbar is highlighted with a red box.

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

This screenshot shows the interface after the delete operation. The 'Save' button in the toolbar is highlighted with a red box. The context menu is open again, and the 'Save' option is highlighted in red. A red callout bubble points to the menu with the text 'Right-click to view the shortcut options'.