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## **Deleting Item Lists**

Use the Item List Maintenance Viewer to delete items from an item list, or to delete an item list when you no longer need it.

## **Deleting Items from an Item List**

- 1. Open the Item List Maintenance Viewer .
- 2. In the Item List field, select the item list from which you want to delete items, and press Enter. The list displays in the grid.
- 3. Use the check boxes to indicate which items you want to delete.

1	File Actio	on Help					10	Stars Hoursday States
4	F3	Oel List	ame Add Item	× Del Item F10	F8	View Inv	KPad	
1	Item List	t Maintenance						^
	List Type O			Store	10 -			
	Item List	WAXES AND REMOVERS						
	SKU	Descrip	rtion	Mrg	Retail	List	QOH	In Sto
Ð	1235274	FLOOR CLEANER OT		STOCC	13.990		3	10,30,40,50 *
Ø	1317981	HG WOOD FLOOR REV	IVER OT	MINWA	24.990			10,30,50
Ø	1366103	CLEANR FLR WD BONA 1600Z		BONAK	22.990		3	10,20,30,40
Ð	1366129	HARD SURFACE FLR CLNR160		BONAK	22.990		2	10,20,30,40
	1366533	CLEANR FLR WOOD B	ONA360Z	BONAK	10.990		9	10,20,30,40
-	1366541	STONE TILE LAM CLNR	360Z	BONAK	10.990		6	10,20,30,40
			VOLOO		24 990			10.50
	1397561	GOLD LABEL SEAL/WA	V. GLUS		2.4.000			10000

4. Click Del Item (F10). Click Yes to confirm the deletion.



5. Click OK.



## **Deleting an Item List**

- 1. Open the Item List Maintenance Viewer .
- 2. In the List Type drop-down, select the type of list you are deleting.
- 3. In the Item List field, select the Item List you want to delete, and press Enter. The list displays in the grid.

File Actio	on Help					
Add List	O Del List Rename O Add I	F4 X Del Item	F8	View Inv F9	Misc KPad	
Item List	Maintenance					^
List Type	O • Ordering		Store 1	10 -		
Item List	WAXES AND REMOVERS	•				
SKU	Description	Mg	Retail	List	QOH	in Str
10040	WAX FLOOR WAXALL OT LMRK	LUNDM	8.490		2	10,30,50
0 10051	WAX FLOOR GOLDLABEL 320Z	TREWA	7.990	5.790	2	10,20,30,40
10085	WAX FLOOR PASTE 1#J WAX	SCJOH	9.490	5.490	2	10,20,30,40
10088	WAX FLOOR PASTE 1#TREWAX	TREWA	11.990	8.490	2	10,20,30,40
D 10096	REMOVR WAX INSTANT 320Z	TREWA	6.490	4.290	4	10,20,30,40
□ 11649	WAX FLOOR PASTE 1# MAHOG	TREWA	11.990	8.490		10,20,50
12078	WAX FLOOR FUTURE FIN270Z	SCJOH	9.990	5.990	3	10,20,30,40
12307	WAX+CLEAN MOP&GLO QT	RECKT	8.990	6.790	2	10,20,30,40
12345	PRACTICE ADDING A SKU TO FILE	TEST	10.990			10,20,30,40
D 19813	POLISH FLOOR 640Z SHINE	ARMST	19.990			10,50
0 19814	REMOVR WAX 320Z NEW BEG	ARMST	7.490			10,50
D 100109	RUBBER ROLLER 4 3M SAFETYTREA	D 3MCO	19.990	18.990		10,20,30,40 -
0 100110	EDGE SEALER 4 3M SAFETYTREAD 5	SOZ 3MCO	10.990			10,20,30,40 4
D 100111	DIRT CATCHER 15 SHEET REFILL	3MCO	13.990			10,20,30,40
0 100123	PROTEX PREMIUM FLOOR WAX QUA	RT PROTX	7.490			10,20,30,40
0 100511	WAX FLOOR GOLDLABEL 320Z	TREWA	11.590	10.590	-7	10,20,30,40
100923	CONEECEE DI IRRED ONI V 14*	<b>OUTTA</b>	3 000	1		10 20 20 40

4. Click Delete List. A confirmation window displays. Click Yes to continue and delete the list. Click No to return to the viewer.



Note: An item list cannot be deleted if it is currently linked to a Dynamic Promotion, whether the promotion is active or inactive.