

## Delete Range of Item Numbers

This procedure enables you to delete a range of adjacent items by item number in a batch process. Be certain to double check the items you are deleting so you don't delete something you wanted to keep! You can always delete one item at a time with the [F6] key.

1. From the Main Menu, select Inventory, then Item Master. On the Main Inventory screen, press [Enter] through the first field to get to the VC (vendor code) field. Enter the Vendor I.D. of the items you wish to delete. Press [Pg Dn] to get to the first item in the range you wish to delete.
2. Press the [F6] delete key. The following message will appear: **OK TO DELETE THIS RECORD? (Y, N, OR R)** Press [R] for range delete. The following message will appear: **THE START NUMBER HAS BEEN MARKED.** [Enter]
3. Press [F9] to clear the screen, then [Enter] to go to the VC field. Type in the first two digits of the same vendor code. For the third digit, use the next number or alphabetic character (e.g., for FRA, use FRB), press [Enter]. Press the [Pg Up] key to get to the last item number you wish to delete.

**NOTE:** Make sure the correct vendor code is showing in the VC field.

4. Press the [F6] delete key. Select 'R' for range. The message that appears now is: **THE STOP ITEM NUMBER HAS BEEN MARKED.**
5. Press the [F6] key once more. Select 'R' for range. The message that appears is: **OK TO DELETE A RANGE OF ITEM NUMBERS? (Y OR N)** Press the [Y] key.
6. You can tell if the delete command is working by watching the item numbers scroll on the screen. You can stop the process by pressing any key on the keyboard. All items will be deleted, unless they have kits or serial numbers.