

Deleting an object (Delete toolbar button).

Before proceeding with the instructions in this OMP page it is crucial to familiarize yourself with the various **sections** of the page (i.e. **toolbar, blue ribbon, table and form**). If you are not yet acquainted with this information, please click [here](#).

The toolbar of the OMP, which generally comprises three distinct levels, displays only one level at any given time. The following is an overview of these levels along with the functions they typically encompass :

- **Level 1 (Add, Refresh)** : This level of the toolbar is active when no specific object is selected or in focus. It features buttons for general actions that are not tied to a specific object. By default, when an OMP is opened, the toolbar is set to Level 1.
- **Level 2 (Edit, Delete, Cancel)** : This level of the toolbar becomes active when a specific object is selected from the **table section**. The buttons that appear at this level, correspond to actions that are directly applied to the selected or focused object.
- **Level 3 (Save, Cancel)** : This level of the toolbar is activated when an object is in the process of being created or edited. It becomes visible either when an object is selected and editing commences, or when the Add toolbar button is clicked to initiate the creation of a new object. The primary function at this level is the Save toolbar button, which finalizes the creation or editing of an object. If you wish to discontinue the creation or editing process, you can use the Cancel toolbar button.

Instructions :

- Open the Object Management Page (OMP). Generally, the OMP for most object types can be accessed from the menu in the homepage. However, the method of launching may differ based on the specific type of object.
- Find and select an object. Click [here](#) to find out how to do this.
- Once focused on a particular object, click the Delete toolbar button.
- A dialogue will then appear on the OMP, requesting your confirmation if you truly wish to delete the object. To continue with the initiated action, select **Ok** in the dialog box. During the processing of the action, a loading animation, represented by a rotating circle, will be displayed on the screen. After this step, the following actions will take place :
 - The toolbar will transition to **level 1**. It features buttons for general actions that are not tied to a specific object (i.e Add, Refresh).
 - The form fields are disabled and all entered data is cleared.

- The table section is enabled, and none of the rows are selected (i.e. focused or highlighted).
 - The search input in the Blue ribbon is enabled.
 - Once an object is deleted, you have the option to get in touch with technical support for its recovery, if needed.
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Revision #7

Created 2024-05-12 20:52:48 UTC by Thokozani Msebele

Updated 2024-05-20 21:31:04 UTC by Thokozani Msebele