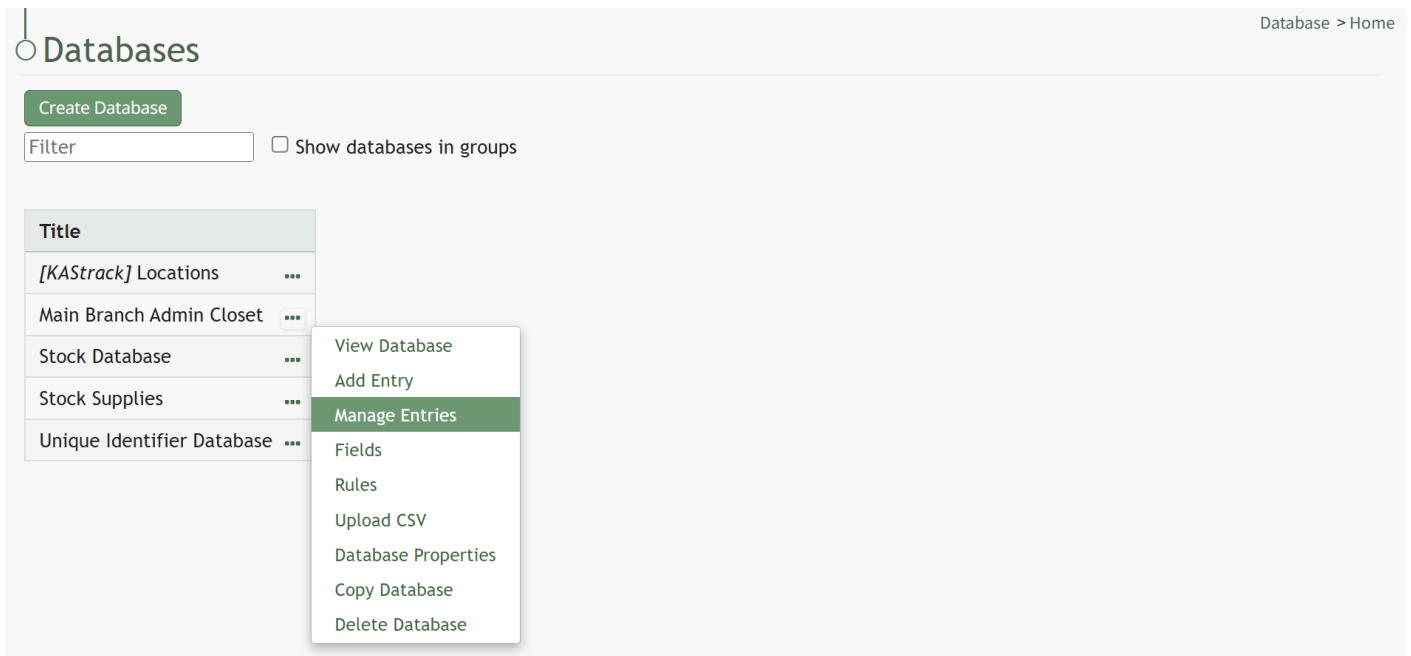


# Delete a Database Entry

To delete a database entry, go to the Home Page of the Database Module. Click the three dot icon to the right of the database you wish to delete an entry in opening the database context menu.



The screenshot shows the 'Databases' page with a 'Create Database' button and a 'Filter' input field. A list of databases is displayed, including '[KAStrack] Locations', 'Main Branch Admin Closet', 'Stock Database', 'Stock Supplies', and 'Unique Identifier Database'. A context menu is open for 'Main Branch Admin Closet', listing options: View Database, Add Entry, Manage Entries (highlighted), Fields, Rules, Upload CSV, Database Properties, Copy Database, and Delete Database.

Select "Manage Entries" from the context menu opening the Entries for database (DatabaseName) Page.



The screenshot shows the 'Entries for database 'Main Branch Admin Closet'' page. It features buttons for 'Add Entry', 'Import Entries', and 'Export Entries', a 'Filter' input field, and a checkbox for 'Enable Bulk Edit Mode'. Below is a table with the following data:

Entry ID	Submitter	Approval Status	Entry Date	Shelf	Bin
10	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin4
9	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin3
7	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin2
6	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:30 PM	Shelf2	Bin1
5	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin4
4	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin3
3	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin2
2	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin1

To the right of every Entry ID is a three-dot icon. Click the three-dot icon for the entry you wish to delete opening the Database Entries Table context menu.

Entries for database 'Main Branch Admin Closet' ☰

Add Entry Import Entries Export Entries

Filter 🔍

Enable Bulk Edit Mode

Entry ID	Submitter	Approval Status	Entry Date	Shelf	Bin
10 <span>☰</span>	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin4
<span>View Entry</span> <span>Edit Entry</span> <span>Tags</span> <span>Audit Log</span> <span>Delete Entry</span>	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin3
7 <span>☰</span>	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin2

Select “Delete Entry” opening the Delete Database Entry Confirmation Modal that states, “Are you sure you want to delete this Database Entry?”

Delete Database Entry #10
✕

Are you sure you want to delete this Database Entry?

Delete
Cancel

Select “Delete” to confirm deletion of the database entry.

Revision #4

Created 2025-12-07 16:15:34 UTC by Mitzi Orkus

Updated 2026-06-06 15:33:21 UTC by Mitzi Orkus