

## Delete multiple items on the List screen or in a grid

### Deleting items on a List screen

Isolate the items to be deleted

Use any combination of filters or searches so that the List screen contains *only* those items you wish to delete.

On the List screen, you can

- Select individual rows** -- Hold down the CTRL key (Control Key) on your keyboard, and click each row you wish to delete. Be sure to click on any cell within the row, and not the gray border on the left of the row. Each row will become highlighted in yellow. Then press the **F7** key on your keyboard.

Composer	Master Title	Arrangement	Key
Aird, Donald Bruce	PSALM 150		
Aird, Donald Bruce	SINFONIA CONCERTANTE FOR VIOLIN AND VIOLA		
Albeniz, Isaac	ASTURIAS FOR GUITAR, OPUS 232		
Albeniz, Isaac	CATALONIA		
Albeniz, Isaac	CONCERTO, PIANO, NO. 1, OP. 78, A MINOR		A MIN
Albeniz, Isaac	IBERIA (ARR. C. SURINACH)		

Don't click the border, click the row

- Select a block of rows** -- Hold down the shift key on your keyboard, select the first row in the block, and then the last row in the block. Be sure to click on any cell within the row, and not the gray border on the left of the row. Block of rows will become highlighted in yellow. Then press the **F7** key on your keyboard

- Select rows that meet certain criteria** -- click your mouse in the cell that represents the criteria to be matched, then press the **F7** key on your keyboard.

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Aird, Donald Bruce	PSALM 150		
Aird, Donald Bruce	SINFONIA CONCERTANTE FOR VIOLIN AND VIOLA		
Albeniz, Isaac	ASTURIAS FOR GUITAR, OPUS 232		
Albeniz, Isaac	CATALONIA		
Albeniz, Isaac	CONCERTO, PIANO, NO. 1, OP. 78, A MINOR		A MIN
Albeniz, Isaac	IBERIA (ARR. C. SURINACH)		

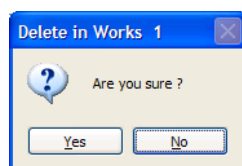
Clicking here and Pressing the F7 key will reduce the List screen to only works by Albeniz

Right click the delete icon

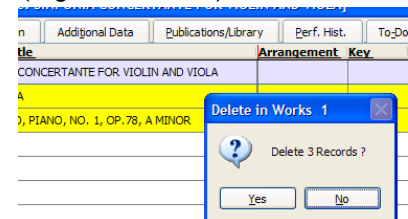
At the lower right hand corner of the List screen, **right-click** your mouse on the red delete icon. OPAS will display a "**delete filtered records...**" menu item as shown here. **Click** (regular left click) this item.



OPAS will then display this prompt, verifying the number of records to be deleted:



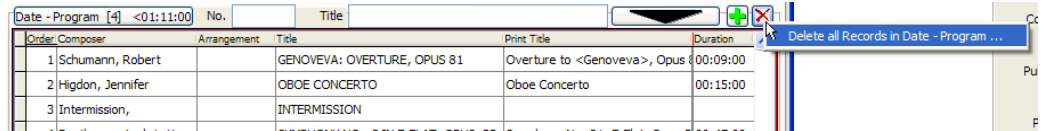
When you click "**Yes**" OPAS will give you one last chance to be sure (shown at left), and clicking **Yes** here will *permanently delete all the records showing on the List Screen* (each row highlighted in yellow). *This action cannot be undone!*



## Deleting items within a Grid

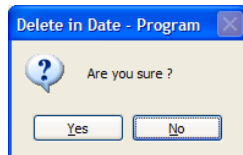
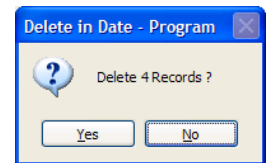
Unlike the List screen, items in a grid cannot be filtered or isolated. Therefore your only option is to **delete all of the items in a grid at once**.

**Right-click** the delete icon at the upper right corner of the grid:



OPAS will display a "Delete all Records" item. Click (regular left click) this item.

OPAS will then display this prompt, verifying the number of rows in the grid to be deleted.



When you click "**Yes**" OPAS will give you one last chance to be sure (shown at left), and clicking **Yes** here will *permanently delete all the records (rows) in the Grid*. *This action cannot be undone!*

## Notes and Safeguards

OPAS will not let you delete any item in the database, even using the techniques demonstrated here, when that item is linked to something else (until you remove that link).

Should you try to delete items from a List screen, and that item is linked to something (for example, an Artist is linked to a concert or a contract) the routine will stop and OPAS will give you the option of opening the area of the program that contains the link.

Remember that *deletions from the database **cannot** be undone* – *take care to verify the number of records to be deleted and that you've isolated only those items you wish to remove.*