



## How do I delete a record from one of my jobEQ test StorageRooms?

Here are the steps for deleting someone from a StorageRoom:

- A. Check the box for the individual in the listing you want to delete (you can delete multiple people at the same time).

139824 <input checked="" type="checkbox"/> P	<a href="#">FB</a> <a href="#">AS</a> <a href="#">M</a>	NA	Candidate Chris
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- B. Scroll to the bottom of the page to the menu that looks like this and use the right-side option:

Meta Team Report ▼	GO	--DELETE--
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- C. "Delete" is the default option. Click "Move." (You are moving the record to the delete function)
- D. When the message "Are you sure you want to delete the record(s)?" appears, click "yes".
- E. You will be asked one more time to confirm deletion.

You can delete someone who has been invited or even someone who has completed the iWAM test, but for whom you have not run a report or included in another report (e.g., Paired Comparison or Team). You can also delete someone for whom you have been charged. We recommend, however, in this case that you have a backup copy of their record in another StorageRoom in this CUG.

If you have additional questions concerning credit purchases, tracking, or usage, contact Dr. Carl Harshman ([carl@iWAMinstitute.com](mailto:carl@iWAMinstitute.com))