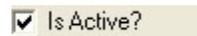


Active And Inactive Records

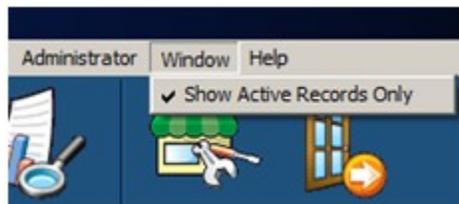
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You do not delete database records from the PixelPoint database; instead, you set them as inactive.



In many of the setup screens, you will see this checkbox located in the upper right corner. If you wish to remove a record (be it for an employee, product or something else), simply open the record and then uncheck this box; the record will no longer display.

If you want to see the record again, go into BackOffice and select the Window menu.



Un-check *Show Active Records Only*. You will now be able to view and edit inactive records. Open the record again and check the 'Is Active?' box to re-activate the record.