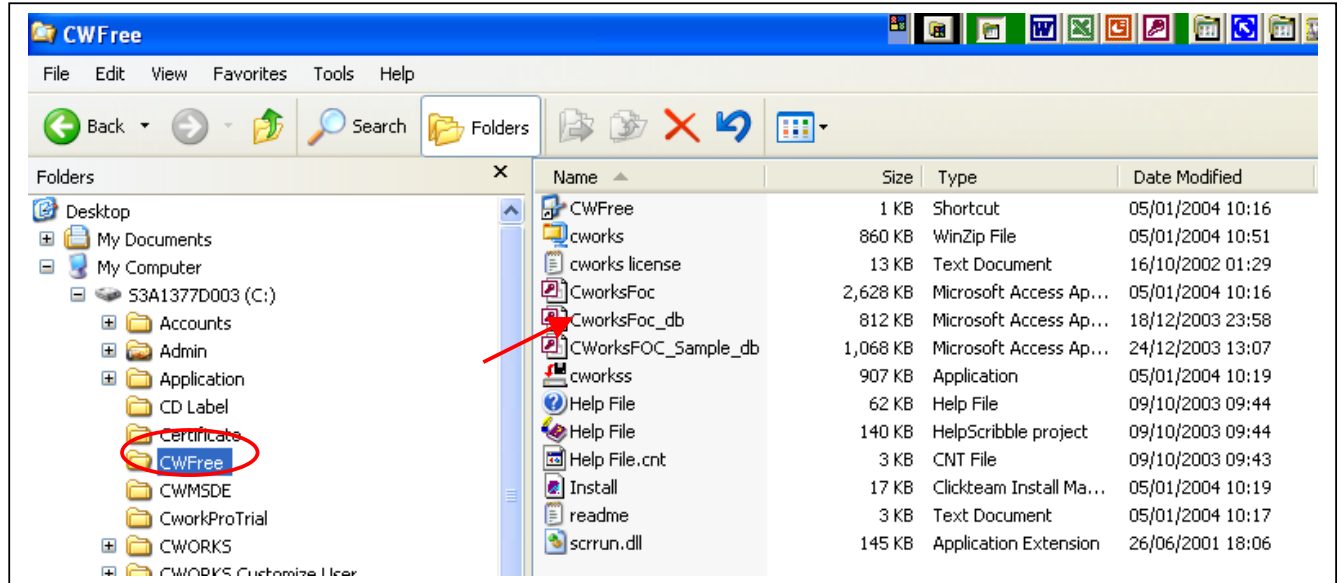


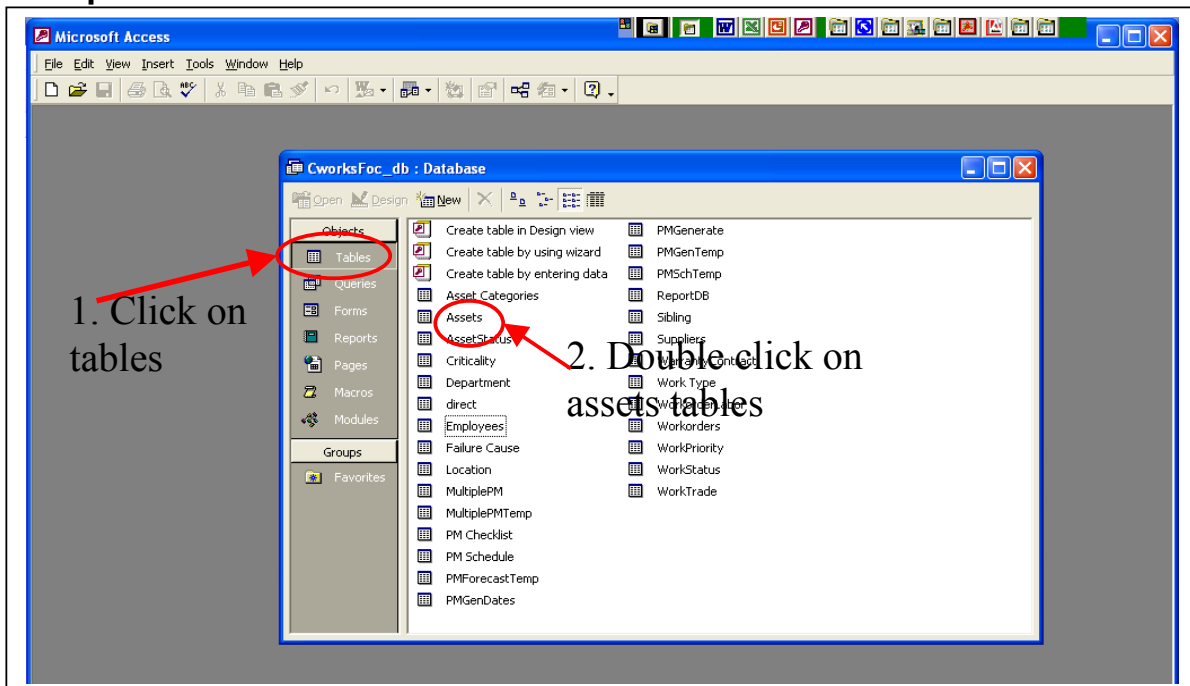
## How to delete data from the database?

**WARNING :** Once data is deleted, the system would not be able to retrieve back the information. We would advice user to do a backup of the database before deleting any information and do not delete any data which is in the system during installation.



- 1) Go to Windows Explore
- 2) Click on CWFree directory
- 3) Click once on CworksFoc\_db
- 4) Press on "SHIFT + ENTER" on your keyboard together.
- 5) The below screen will pop up.

## Example to delete asset data



Microsoft Access - [Assets : Table]

File Edit View Insert Format Records Tools Window Help

Asset ID	Asset Description	AssetNumber	Employee ID	EmployeeNo	LocationNo	LocationID	Assi
425	AIR CONDITIONER - SPLIT/WALL	886000236		005	01GF001	0	
426	AIR CONDITIONER - SPLIT/WALL	886000238		005	01GF010	0	
464	VEHICLE - AMBULANCE	886000248		0212	0300000	0	
475	Vehicle 1	886000300		007	01GF006	0	
427	AIR CONDITIONER - SPLIT/WALL	886000303		005	01GF001	0	
428	AIR CONDITIONER - SPLIT/WALL	886000307		005	01GF001	0	
				005	16GF027	0	
				005	16GF032	0	
				005	16GF030	0	
				005	01GF001	0	
				005	01GF001	0	
				004	01GF014	0	
				004	01GF022	0	
				005	16GF016	0	
				005	16GF032	0	
				005	16GF032	0	
				005	16GF026	0	
				005	16GF032	0	
441	AUTOCLAVE	886000569		005	16GF032	0	
442	AUTOCLAVE	886000570		005	16GF032	0	
443	AUTOCLAVE	886000581		005	16GF026	0	
467	WASHER - BED PAN	886000629		003	16GF024	0	
468	WASHER - BED PAN	886000639		003	16GF024	0	
469	WASHER - BED PAN	886000641		003	16GF024	0	
470	WASHER - BED PAN	886000657		003	16GF024	0	
463	STANDBY GENERATOR	886000669			0900000	0	
471	WASHER - BED PAN	886000675		003	16GF024	0	
447	FIRE EXTINGUISHER - DRY POWDER	886000787		004	01GF025	0	
448	FIRE EXTINGUISHER - DRY POWDER	886000788		004	01GF012	0	
449	FIRE EXTINGUISHER - DRY POWDER	886000789		004	01GF001	0	
450	FIRE EXTINGUISHER - DRY POWDER	886000790		004	01GF022	0	
451	FIRE EXTINGUISHER - DRY POWDER	886000793		004	01GF006	0	
452	FIRE EXTINGUISHER - DRY POWDER	886000795		004	16GF033	0	

Record: 3 of 49

start Outlook E... CWFree How to delet... CWorksPOC... Assets : Table 11:20

Click on the record which you want to delete and press "DELETE" on the keyboard. Note : Before deleting an asset, kindly make sure you do not have any work orders or PM WO on this asset.