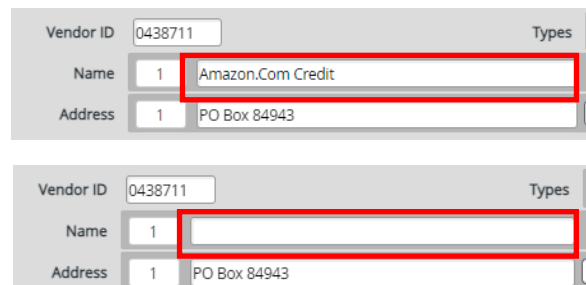


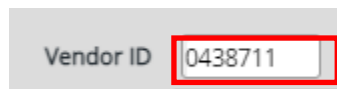
How to delete auto-populated fields in Datatel

There are some fields in Datatel that you fill out yourself and that are easy to delete with the delete key, backspace key, or CTRL + X.



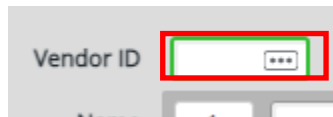
The image shows two screenshots of a Datatel form. The top screenshot shows the form with the Name field populated with "Amazon.Com Credit". A red box highlights the Name field. The bottom screenshot shows the same form, but the Name field is empty. A red box highlights the empty Name field, indicating it has been deleted.

There are other fields that auto populate and the delete key doesn't work on these. An example of this would be "Vendor ID". How do you delete these?



A screenshot of a Datatel form showing the Vendor ID field populated with "0438711". A red box highlights the Vendor ID field.

Click in these types of fields and select CTRL + ALT + D.



A screenshot of a Datatel form showing the Vendor ID field. The field is empty, and a red box highlights the field. A dropdown arrow is visible on the right side of the field, indicating it is a dropdown menu.

You have now deleted an auto-populated field.