

Delete a Transaction

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To delete a Transaction:

1. Access the Transaction page by clicking **Transactions** in the menu on the left.
2. Navigate to the Transaction you want to delete, click



and select **Delete Transaction**. The Confirm Delete screen is displayed.

Confirm Delete

Please confirm if you want to delete the transaction?

Selected transaction will be permanently deleted and cannot be reverted!

Transaction Details

Stakeholder	Share Class	Issued Date	No. of Shares
John Tan	CS2	Jan 1, 2018	1,500,000

To avoid accidental deletion, confirm to delete the transaction by typing "delete" in the textbox below.

Delete

Cancel

Delete

3. Type **Delete** and click **Delete**.