

# Deleting Entries from your Marksheet

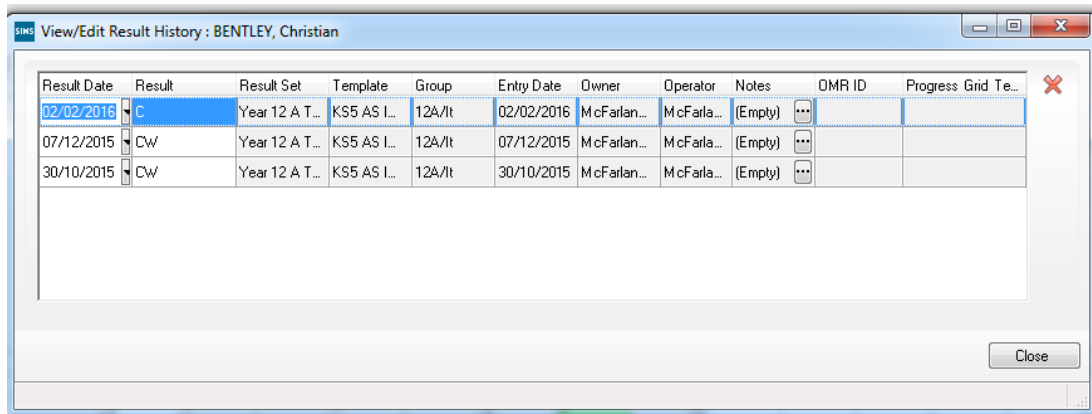
Once you have entered data and saved your marksheet. Just deleting the data will not get rid of it

In this example I have accidentally entered a reason code for a student with an ATL of 1.

I need to remove the reason code. If I delete it, it will come back after pressing save

	ATL IT T3 Year 12 A Term 3	KS5 Mon Reason IT T3 Year 12 A Term 3	KS5 AS W/A Grade IT T3 Year 12 A Term 3	KS5 AS W/A Grade IT T3 Year 12 A Term 3
1	C			

To remove the grade permanently, right click the data you want to remove and choose 'View/Edit Result History'



This box should appear. Click anywhere on the row (it should highlight blue). Sims holds a history of data, so make sure you are deleting the correct one by checking the result date.

Click the Red 'X' , then click 'Yes', then 'Close'.

This should delete the data (however you might need to close down the marksheet and reopen)