



To 'Purge' single history records:

- Log on as the Administrator
- Using the mouse, Select the Record you wish to remove
- Right click on the selected record, and Select 'Delete Selected History Item' or Confirm Delete

The screenshot shows the 'Tools' application window with the 'Tool History (F3)' tab selected. The 'Tool History' window displays search criteria and a table of history records. A 'Confirm Delete' dialog box is overlaid on the table, asking for confirmation to delete a specific record.

**Tool History Search Criteria:**

- Barcode: 4550
- Description: M18™ Cordless LITHIUM-ION 1/2" Hammer Drill Driver Kit
- Manufacturer: Milwaukee
- Model: 2602-22
- SN: SERIAL NUM
- Date: 6/19/2013
- From: 9/17/2012
- To: 9/17/2013

**Tool History Table:**

Date	Type	From	To	Condition	Bin Qty	Transaction By
5/23/2013 09:44 AM	Checked out	0055ICORP	12-001			User, Admin
4/18/2013 10:10 AM	Checked out	hanks, t	0055ICORP			User, Admin
1/17/2013 01:25 PM	Hand Held Audit	hanks, t	hanks, t			b, susan
11/2/2012 03:50 PM	Hand Held Audit	hanks, t	hanks, t			b, susan
10/4/2012 04:08 PM	Hand Held Audit	hanks, t	hanks, t			hanks, t

**Confirm Delete Dialog:**

Are you sure that you want to delete the selected history item:  
1/17/2013 01:25 PM Hand Held Audit?

Buttons: Yes, No