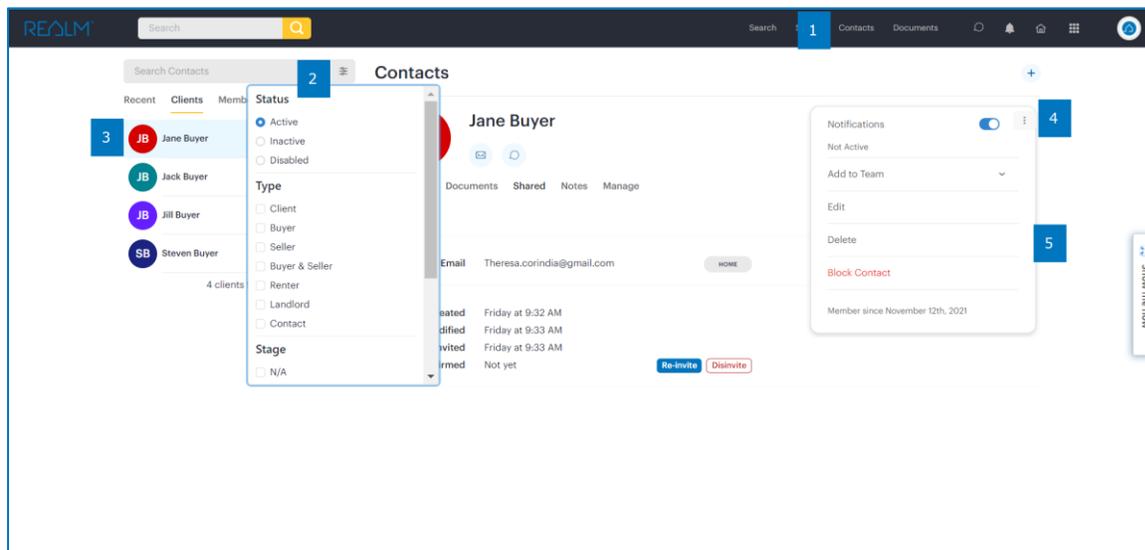


## Tips & Tricks

### How to Delete a Client on your PC

1. Select **Contacts** from the menu bar.
2. Select the **layer menu**  and choose the contact status type - active, inactive, or disabled - by activating the appropriate bullet. Click away from the drop-down menu.
3. From the list, select the client you would like to delete.
4. Select the **menu icon**  at the top right side of the contact card.
5. Select **Delete** from the drop-down menu.
6. A confirmation window will appear; select **Delete**.



If you have any questions, please contact us at [Help@REALMmlp.ca](mailto:Help@REALMmlp.ca).