## Using Correct History

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | In this example, you have been asked to delete a row of history from the Vendor Information table. You can choose the **Correct History** page action from the search page, or select the page action once you have navigated to the component pages. You know you want to be in **Correction** mode, so you will select **Correct History** here.  

Click in the **Vendor ID** field. |
| 2.   | Enter the desired information into the **Vendor ID** field. Enter a valid value e.g. "USA0000002". |
| 3.   | Click the **Correct History** option. |
| 4.   | Click the **Search** button. |
| 5.   | The **Identifying Information** page is displayed. The effective-dated information is on the **Address** page of this component.  

Click the **Address** tab. |
| 6.   | As you can see by the **1 of 2** displayed in the scroll area, you are on the most recent row of data. You can navigate to the different rows by using the links and buttons in the scroll area.  

Click the **Next Row** button. |
| 7.   | Notice the scroll area displays **2 of 2**, indicating that you have scrolled to the last, most historic, row of data. This data was entered in error and does not reflect the correct address information. You can delete this row clicking the **Delete Row** button for the **Address Detail** section.  

Click the **Delete Row** button. |
| 8.   | A confirmation box appears for you to confirm that you are sure you want to delete the row of data permanently from the database.  

Click the **OK** button. |
| 9.   | Click the **vertical** scrollbar. |
## Step 10
Notice that the scroll area now displays **1 of 1**, indicating that the row has been removed. As the confirmation box displayed on the previous screen stated, the delete will occur when the transaction is saved. That means you have one last step to take before permanently deleting this row from the database. To commit the changes to the database tables, the page needs to be saved.

Click the **Save** button.

---

## Step 11
The database tables have now been saved with these changes. By using the **Correct History** page action to gain access to a component using the **Correction** action type, you can change or delete records without regard to effective-dating or row categories. **End of Procedure.**