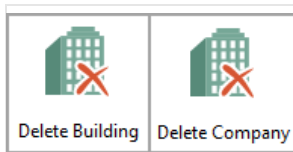


Delete a Building or Company

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The instructions in this article relate to **Delete Building** and **Delete Company**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

Use these options with extreme care as it will permanently remove the building from StrataMax.

This is NOT the advisable process for deleting a building or company if you wish to keep a Lost copy of the building, and we recommend marking the building as 'Lost' in Building Information if you wish to keep a copy. If you have any questions, get in touch with the [StrataMax Support Team](#) before proceeding.

Delete Building

In the instance where a Building is no longer required, it can be deleted. If there are any sub-groups, these will need to be deleted first. Please carefully consider this deletion before proceeding as this action is permanent and cannot be reversed or restored.

A Company or Building cannot be reinstated once deleted. Please ensure this action is required before proceeding, as it cannot be undone.

1. Search or select **Delete Building**.
2. Select the building to delete and click *OK*.
3. When asked: '*Are you sure you want to delete this building?*' check the building is the correct one to remove and click *Yes*.
4. When asked: '*Have you Archived all data for this building?*' select *Yes* - this is being phased out.
5. When asked: '*Last Chance! Are you sure?*' click *Yes*.
6. Type in a reason for deleting the building and click *OK*.

Delete Company

In the instance where the Company is no longer required, it can be deleted exactly like a StrataMax building.

A Company or Building cannot be reinstated once deleted. Please ensure this action is required before proceeding, as it cannot be undone.

1. From the *Building Selector Tool*, click the *GLMax Companies* button, and select the company.
2. Open the **Delete Company** menu.
3. Enter the *Password* (if prompted) and click *OK*.
4. Select the Company from the list and click *OK*.
5. Click *Yes* to confirm.