Delete a Building or Company

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

Before deleting a building, it is critical that you have completed a backup using the **Data Storage** or **Archive All Data**, making sure to include all DocMax documents as these will not be accessible once the building has been deleted. It is also recommended including this data in your regular backups. Please speak to your own IT support consultant or team for advice on this topic.

If there are any sub-groups, these will need to be deleted first.

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?'* only click *Yes* if you have completed a backup using the **Data Storage** menu. If you haven't, click *Cancel* and perform a backup before proceeding.
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 cannot be restored with the use of a **Data Storage** like a StrataMax building. This should be

taken into account prior to completing the below as once this action has been completed 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* and click *OK*.
4. Select the Company from the list and click *OK*.
5. Click *Yes* to confirm.