

US Department of Housing and Urban Development
Office of Public and Indian Housing
PIH Information Center (PIC)



FRS 4.0 User Guide
Chapter 4-B Delete Household Records
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I. Introduction

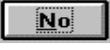
This chapter explains how to delete a household from the Head of Household browser and use the Recycle Bin.

II. Delete A Household RECORD

Follow these steps to delete a Household from your Head of Household browser.

Click on the Head of Household that belongs to the household you wish to delete.

Click . FRS 4.0 opens a **Send to Recycle Bin Warning** box.

Click  to send the household to the recycle bin or click  to cancel.

When you complete the action, click . The **FRS 4.0 Main Menu** window appears.

III. USE THE Recycle Bin

- 1) From the **Main Menu**, select File, View Recycle Bin. The **Recycle Bin** appears.
- 2) Click on the first letter of the Head of Household's last name of the Household you wish to return to the Head of Household browser or delete.
- 3) FRS 4.0 displays all Head of Households that begin with the selected letter. Click on the Head of Household that belongs to the household you wish to return to the Head of Household browser or delete.

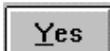
IV. Return Household to Household browser from Recycle Bin

To return a household to the Head of Household browser information window, follow these steps:

- 1) Select the household you wish to return to the Head of Household browser.
- 2) Click  to return the household to the Head of Household browser.
- 3) When you complete the action, click . The **FRS 4.0 Main Menu** window appears.

V. Delete Household from Recycle Bin

To delete a household from the Recycle Bin window, follow these steps:

- 1) Click . FRS 4.0 opens an Empty Recycle Bin Warning box.
- 2) Click  to empty the household from the recycle bin or click  to cancel.

When you complete the action, click . The **FRS 4.0 Main Menu** window appears.