

Delete sizes

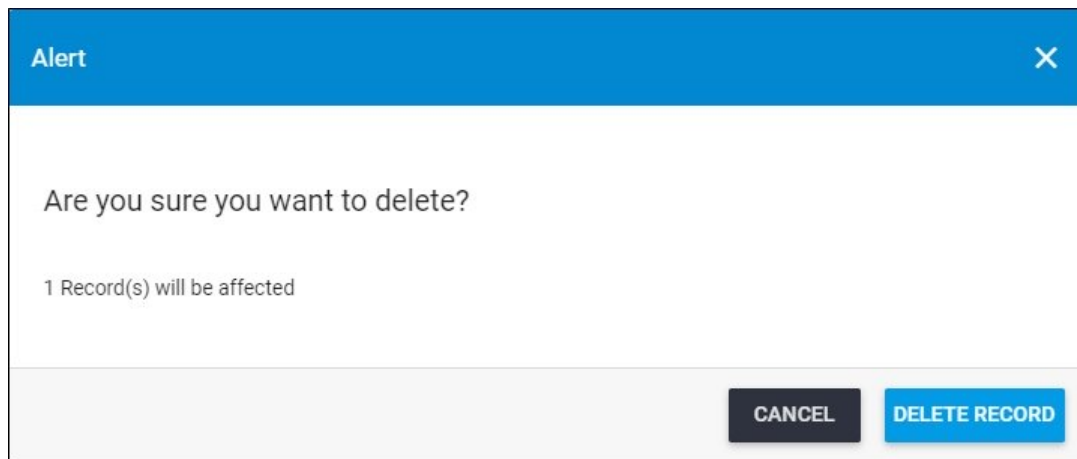
Notes:

- Deleting article sizes will affect order lines by removing those sizes from the order line.
- As mentioned before, if the “External Change Management” flag is activated and there is at least one locked article, the whole catalog is locked and you cannot delete sizes of any of its articles.

To delete sizes, follow these steps:

1. Select the sizes you want to delete by following any of these methods:
 - Select “Delete Record” from the Actions menu next to the size you want to delete,
 - Click the checkbox on top of the records to select all sizes then click the **Delete** button,
 - Click the checkbox(es) next to the sizes you want then click the **Delete** button,

The following message appears showing the number of selected records:



2. Click **Delete Record** to confirm deleting the size, its status changes to “Inactive”. You can activate it as mentioned in “[Activate sizes](#)”.

Notes:

- If the article is locked and the “External Change Management” flag is not activated, the following message appears:

Alert ×

Are you sure you want to delete?

1 Record(s) will be affected

Article is Locked, Please Provide Reason for Update *

0 / 2000

CANCEL DELETE RECORD

This dialog box has a blue header with the word "Alert" and a close button (X). The main content area is white and contains the question "Are you sure you want to delete?", the text "1 Record(s) will be affected", and a text input field with the placeholder "Article is Locked, Please Provide Reason for Update *". The input field has a character count "0 / 2000" on the right. At the bottom right, there are two buttons: "CANCEL" (dark grey) and "DELETE RECORD" (blue).

You need to enter the reason for deleting the size then click Delete Record, the following message appears:

Alert

This article is locked and a request of this change sent for approval.

CLOSE

This dialog box has a white background and a thin black border. It contains the word "Alert" in bold, followed by the message "This article is locked and a request of this change sent for approval." At the bottom right, there is a grey button labeled "CLOSE".

Click **Close**, a change request is created and the authorized user can either approve or reject the change. For more information, refer to "[Change Management](#)".