Deleting an Allocation Code

12/20/2024 3:52 pm EST

From the settings page you have the ability to delete an allocation code if you are at administrator status. Below are the step-by-step guidelines for deleting an allocation code starting from the login page.

Step 1: Log In: Log in into SIPS.

Step 2: Settings: Click on the settings button located on the right-hand side of your screen.

Step 3: Allocation Codes: Click on the Allocation codes button on the right-hand side of the screen.
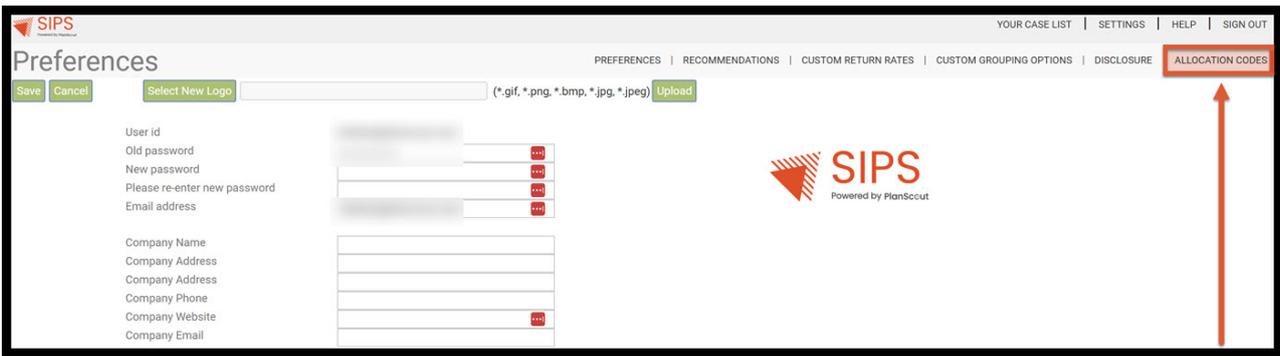
Step 4: Del: Click on the green Del button next to the Allocation Id you would like to delete.
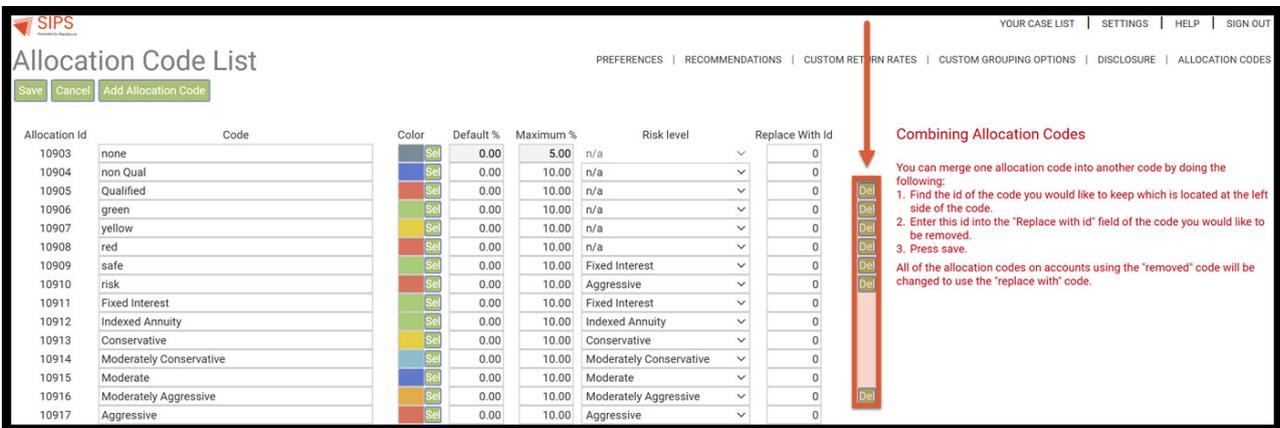
Step 5: Permanent Deletion: After clicking on the green Del button a sipsplanning.net text box will come up and ask, "Are you sure you would like to permanently delete this recommendation?" Click the OK button to confirm and permanently delete the allocation code.
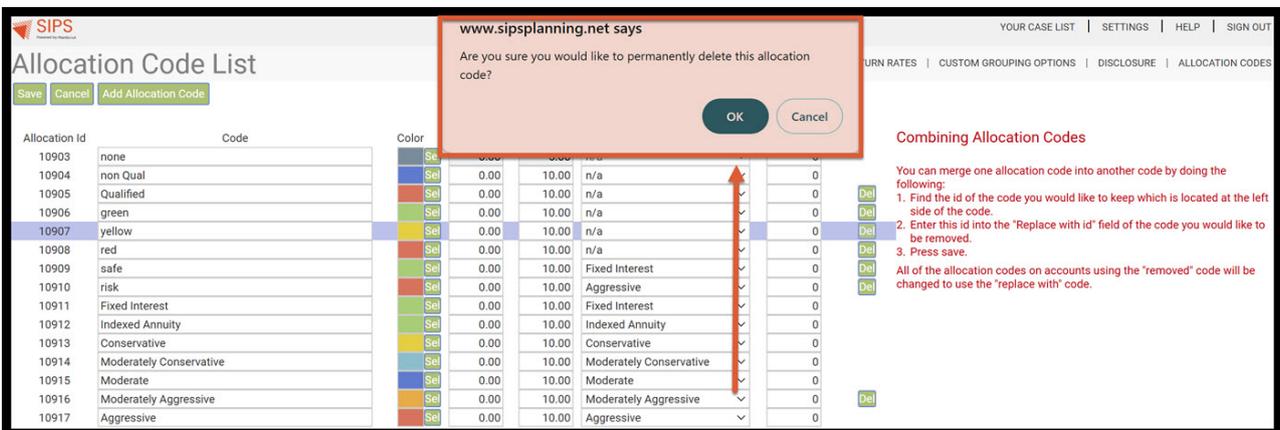
Step 6: Allocation Code List: The deleted allocation code should no longer appear in the list.

If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: +1-888-449-6917 or support@planscout.com