

# PIQST00 Delete Related Person

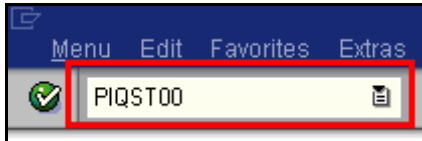
**Process:** Use this process to delete the information for a student's related person.

**Role:** Authorized Personnel

**Frequency:** When Needed

## BEGINNING

Enter the transaction code



**PIQST00** <- Two zeros on the end

## STUDENT FILE SCREEN

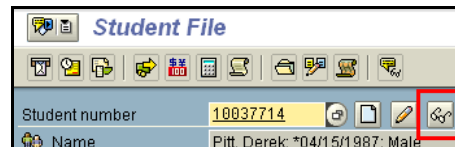
**Student Number**



Enter the student's **Student Number**

Press **Enter** to pull up the student's records

Click on the **Student Master Data Display** icon to the right of the **Student Number** field

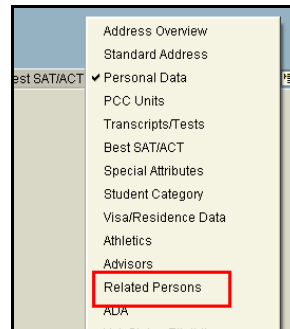



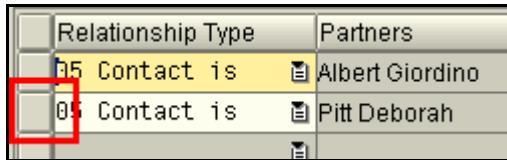
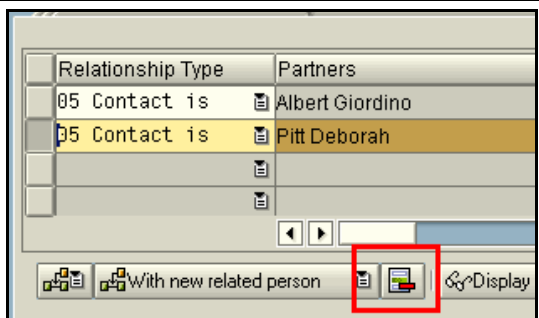
## STUDENT MASTER DATA SCREEN

Click on the **Tab List** icon located to the right of the tabs



Select **Related Persons**



RELATED PERSONS TAB							
<p>Click on the <b>Display &lt;-&gt; Change</b> toggle icon to move to change mode</p>							
<p>Click on the <b>Select</b> icon to the left of the row for the related person you need to change</p>	 <table border="1" data-bbox="665 493 1169 651"> <thead> <tr> <th>Relationship Type</th> <th>Partners</th> </tr> </thead> <tbody> <tr> <td>05 Contact is</td> <td>Albert Giordino</td> </tr> <tr> <td>05 Contact is</td> <td>Pitt Deborah</td> </tr> </tbody> </table>	Relationship Type	Partners	05 Contact is	Albert Giordino	05 Contact is	Pitt Deborah
Relationship Type	Partners						
05 Contact is	Albert Giordino						
05 Contact is	Pitt Deborah						
<p>Click on the <b>Delete Entry</b> button</p>	 <table border="1" data-bbox="665 661 1201 976"> <thead> <tr> <th>Relationship Type</th> <th>Partners</th> </tr> </thead> <tbody> <tr> <td>05 Contact is</td> <td>Albert Giordino</td> </tr> <tr> <td>05 Contact is</td> <td>Pitt Deborah</td> </tr> </tbody> </table>	Relationship Type	Partners	05 Contact is	Albert Giordino	05 Contact is	Pitt Deborah
Relationship Type	Partners						
05 Contact is	Albert Giordino						
05 Contact is	Pitt Deborah						
<p>Click on the <b>Save</b> icon located on the <b>Standard Toolbar</b></p>	