# How To Quickly Delete Data

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Don't waste time deleting records one by one, this video tutorial will show you how to save time deleting mass data.

Blog Post Link:

**Steps:**

1. Login to **https://system.netsuite.com/**.

2. In your data list, click on the **Edit** switch.

3. To start deleting, click on the data cell you want to start deleting and shift + click until you reach the last data you want to be deleted.

4. A dotted line will appear around the selection, indicating the data to be deleted.

5. Press **Delete** on your keyboard.

6. Click **OK** on the confirmation message.

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