

Delete a Report

System Reports cannot be deleted.

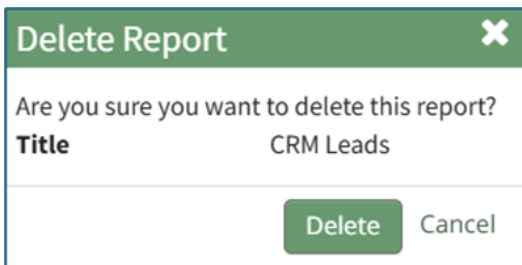
To delete a report, go to the Custom Reports Tab of the Manage Reports Page in the Reports Module. Select the three-dot icon to the right of the Report Title opening the context menu.



The screenshot shows the 'Manage Reports' interface. At the top, there are tabs for 'Custom Reports' and 'System Reports'. Below the tabs is a 'New Report' button. The main area is a table with two columns: 'Title' and 'Primary Module'. A context menu is open over the 'Delete Report' option for the 'CRM Leads' report.

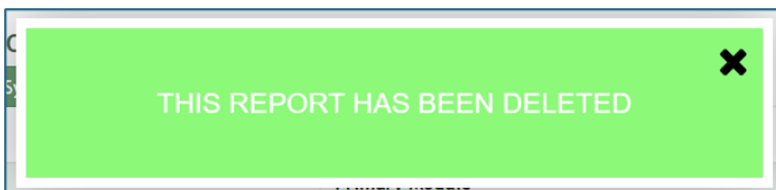
Title	Primary Module
CRM	Forms
Join Our Team - Initiated Via	Forms
Join Our Team - Status	Forms
Join Our Team - Status (Not Closed)	Forms
Sales Information Request - Contact Reason	Forms
Sales Information Request - Find Method	Forms
Sales Information Request - Initiated Via	Forms
Sales Information Request - Status	Forms
Sales Information Request - Status (Not Closed)	Forms

Select "Delete Report" opening the Delete Report Confirmation Modal.



The modal is titled 'Delete Report' and contains the text 'Are you sure you want to delete this report?'. Below the text, the report title 'CRM Leads' is displayed. At the bottom, there are two buttons: 'Delete' and 'Cancel'.

The modal will state the name of the report and the question, "Are you sure you want to delete this report?" Select the "Delete" button. A confirmation modal will state, "This report has been deleted," before returning to the Custom Reports Table.



The confirmation modal is a green box with the text 'THIS REPORT HAS BEEN DELETED' and a close button (X) in the top right corner.

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