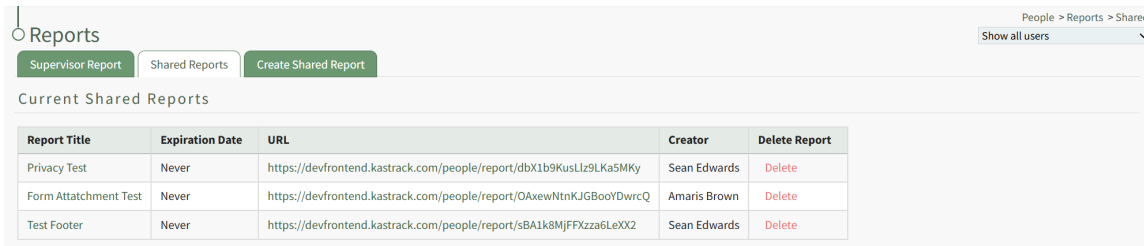


Delete a Shared Certifications Report

To delete a shared certification report in the Reports Module, open the Reports Page in the People Module on the Main Menu. Open the Shared Reports Tab.



The screenshot shows the 'Reports' page with the 'Shared Reports' tab selected. A table titled 'Current Shared Reports' contains the following data:

Report Title	Expiration Date	URL	Creator	Delete Report
Privacy Test	Never	https://devfrontend.kastrack.com/people/report/dbX1b9KusLz9LKa5MKy	Sean Edwards	Delete
Form Attachment Test	Never	https://devfrontend.kastrack.com/people/report/OAxewNtnKJGBooYDwrcQ	Amaris Brown	Delete
Test Footer	Never	https://devfrontend.kastrack.com/people/report/sBA1k8MJFFXzza6LeXX2	Sean Edwards	Delete

The Delete Report column of the Current Shared Reports Table houses a clickable red Delete link.

Click the link opening the Shared Report Deletion Confirmation Modal which states, "Are you sure you want to delete this report?"

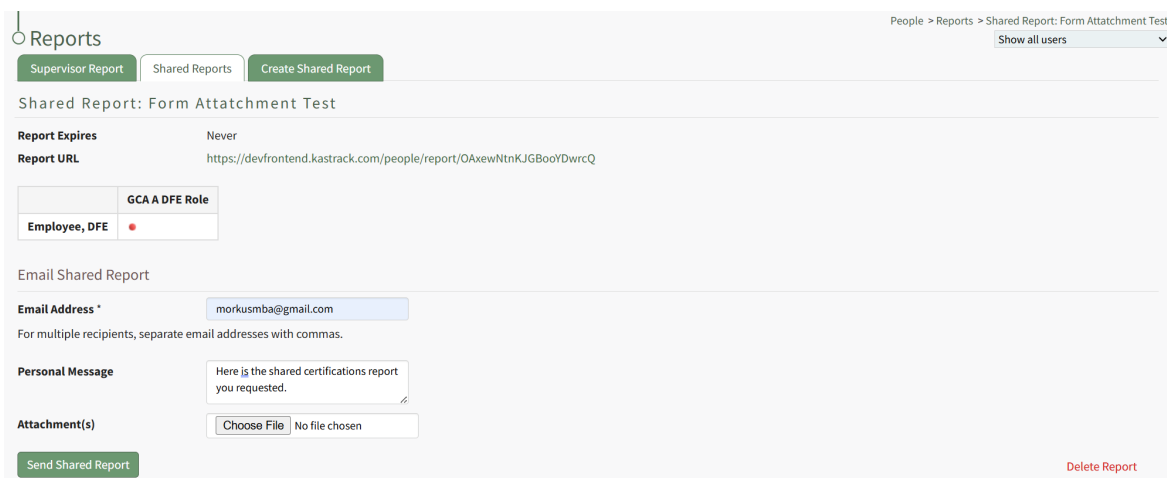
devfrontend.kastrack.com says

Are you sure you want to delete this report?



Click "OK" and the Shared Report is deleted and removed from the table.

You can also delete a shared certification report directly from a specific shared report page.



The screenshot shows the 'Shared Report: Form Attachment Test' page. At the bottom right corner, there is a red 'Delete Report' link.

Click the red "Delete Report" link at the bottom left corner of any Shared Report Page opening the same Shared Report Deletion Confirmation Modal shown above.

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