Delete request reason

To delete a request reason, follow these steps:

- 1. Select the reason you want to delete by following any of these methods:
- Select "Delete Record" from the Actions menu next to the reason you want to delete,
- Click the checkbox on top of the records to select all reasons then click the **Delete** button,
- Click the checkbox(es) next to the reasons you want then click the **Delete** button,

The following message appears showing the number of selected records:

Alert	
Are you sure you want to delete? 1 Record(s) will be affected	
CANCEL DELETE RECORD	

2. Click **Delete Record** to confirm deleting the reason. Its status changes to "Inactive".

You can activate the request reason by following the steps mentioned in "<u>Activate request</u> <u>reasons</u>".