

Delete resources

To delete resources, follow these steps:

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

The following message appears showing the number of selected records:



2. Click **Delete Record** to confirm deleting the resource. Its status changes to “Inactive”.

You can activate deleted resources by selecting “Activate Record” from the Actions menu or selecting the inactive resources then clicking ↶.