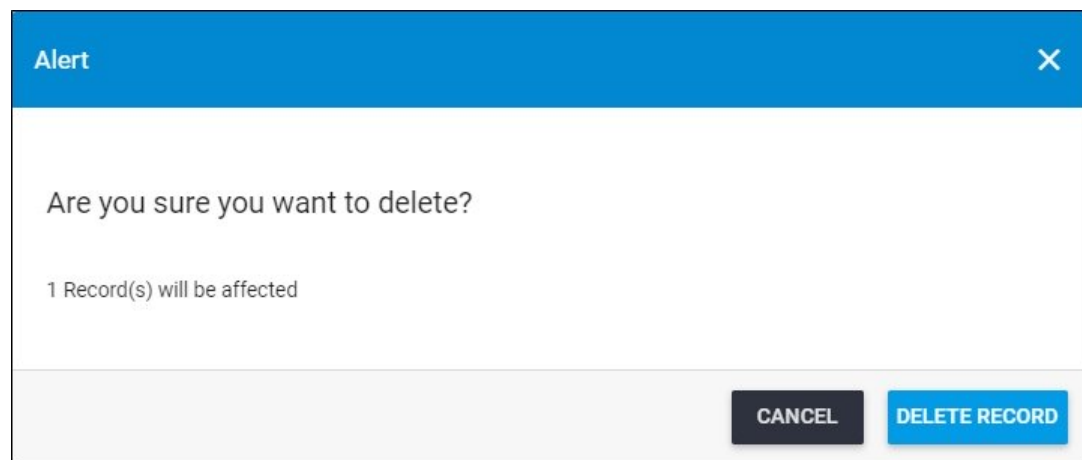## Delete allocation group

Note:

- You can only delete an active allocation group.

To delete allocation groups, follow these steps:

1. Select the group you want to delete by following any of these methods:

- Select "Delete Record" from the Actions menu next to the group you want to delete,
- Click the checkbox on top of the records to select all groups then click the **Delete** button,
- Click the checkbox(es) next to the group you want then click the **Delete** button,

The following message appears showing the number of selected allocation groups:

You can click **Cancel** to keep the records.

2. Click **Delete Recor**d to confirm deleting the groups. The allocation group status changes to "Inactive".

You can activate the allocation group by following the steps mentioned in "Activate allocation group".