

# Delete articles

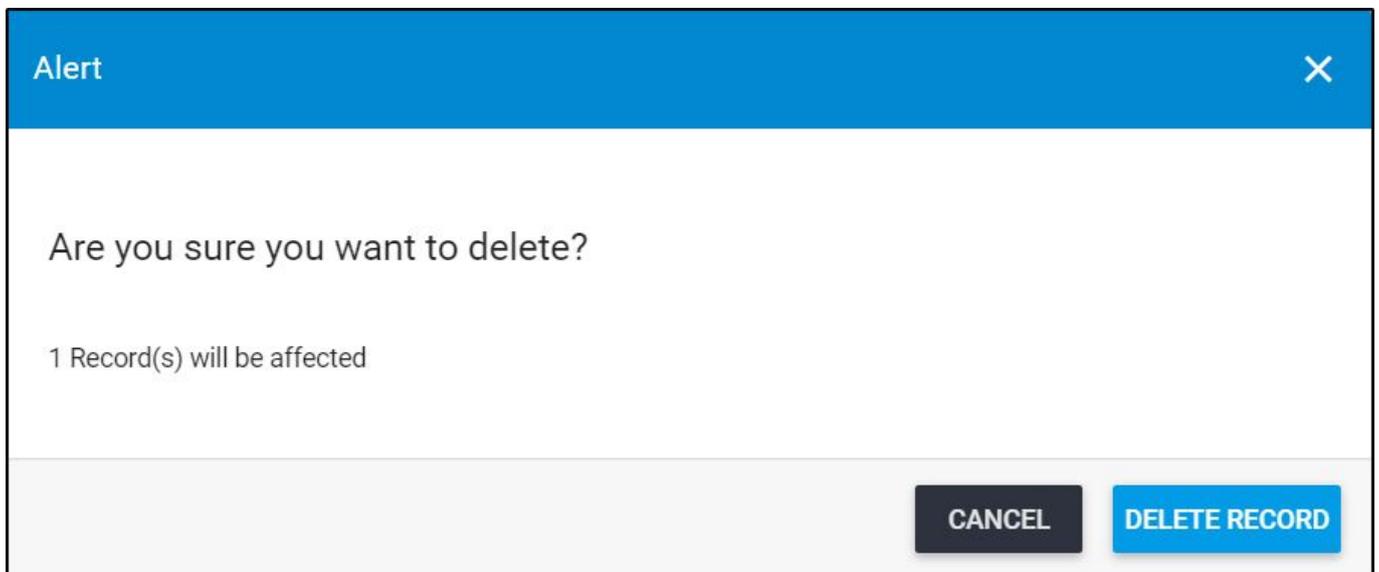
## Notes:

- You can only delete an active article.
- Deleting articles will cause order lines containing those articles to be deactivated in the master and inherited catalogs, and will also deactivate articles in the inherited catalogs.

To delete articles, follow these steps:

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

The following message appears showing the number of selected articles:



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

2. Click **Delete Record** to confirm deleting the articles. If drop reasons are added and you have the required privilege, the following window appears:

Select Colorway Drop Reason

Drop Reason \*

CANCEL SAVE

Select the drop reason then click **Save**.

The article status changes to “Inactive”. You can activate the article by following the steps mentioned in [“Activate Articles”](#).