

## 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:



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 “[Activate request reasons](#)”.