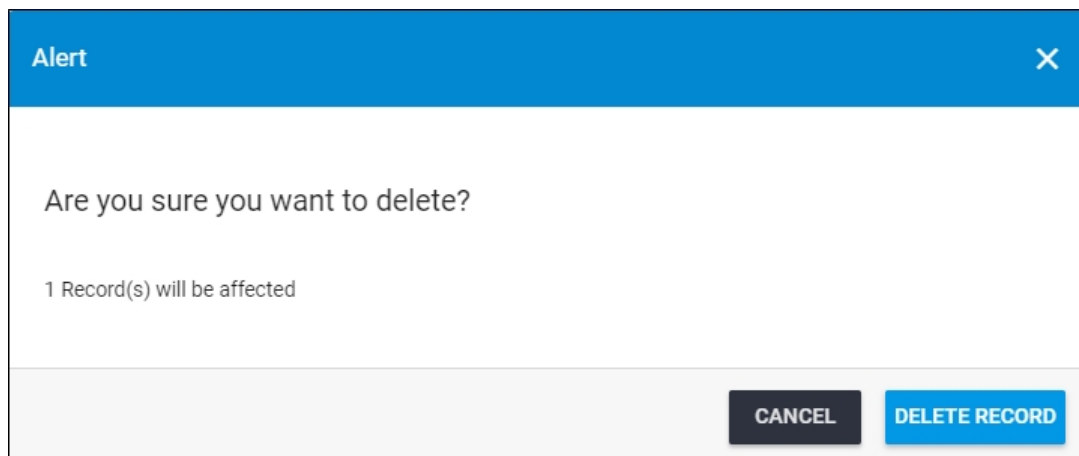


## Delete collection

To delete a folder or collection, select “Delete Record” from the Actions menu next to it, the following message appears:



Click **Delete Record** to confirm deleting the collection. Its status changes to “Inactive” and color changes to light gray. You can activate it by selecting “Activate Record” from the Actions menu.