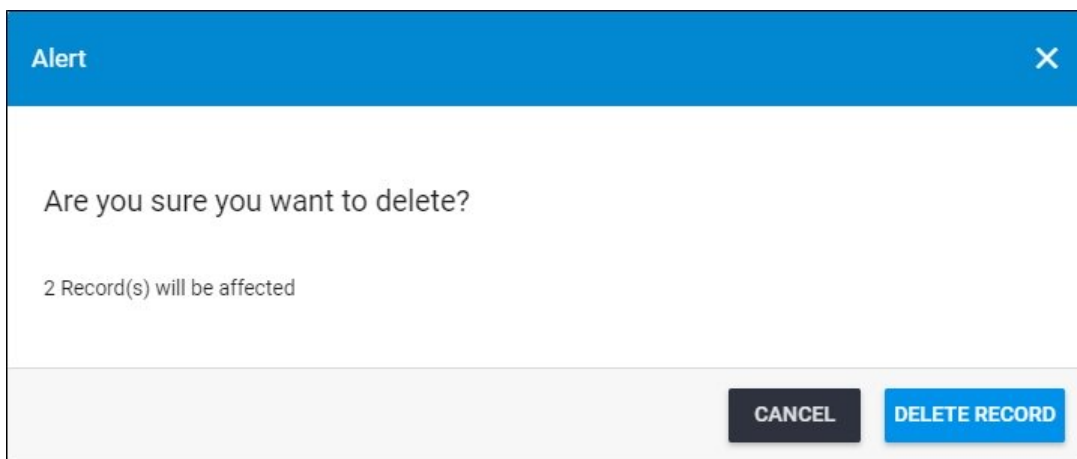


# Delete Request

To delete a request, follow these steps:

1. Select the request you want to delete by following any of these methods:
  - Select “Delete Record” from the Actions menu next to the request you want to delete,
  - Click the checkbox on top of the records to select all requests then click the **Delete** button,
  - Click the checkbox(es) next to the requests 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 request. Its status changes to “Inactive” and the request is removed from T1 Studio.

You can activate the request by following the steps mentioned in “[Activate request](#)”.