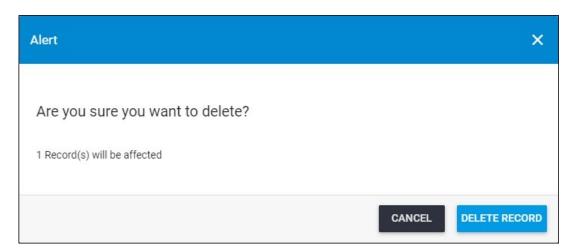
## **Delete saved views**

To delete a saved view, follow these steps:

- 1. Select the saved view you want to delete by following any of these methods:
  - Select "Delete Record" from the Actions menu next to the view you want to delete,
- Click the checkbox on top of the records to select all saved views then click the **Delete** button.
- Click the checkbox(es) next to the saved views 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 saved views. Its status changes to "Inactive". You can activate the saved view by following the steps mentioned in "Activate saved views".