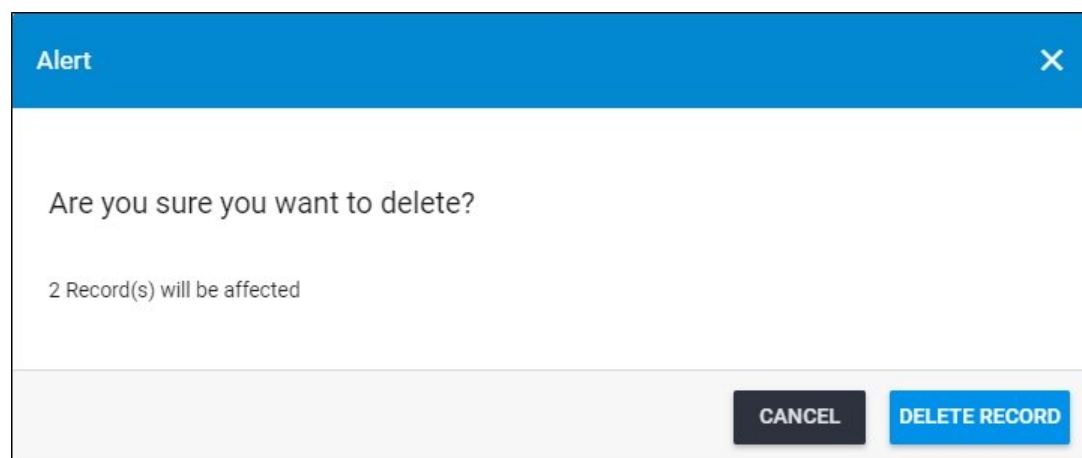# Delete target

To delete targets, follow these steps:

1. Select the targets you want to delete by following any of these methods:

   - Select "Delete Record" from the Actions menu next to the target you want to delete,
   - Click the checkbox on top of the records to select all targets then click the **Delete** button,
   - Click the checkbox(es) next to the targets you want then click the **Delete** button,

The following message appears showing the number of selected targets:

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

2. Click **Delete Record** to confirm deleting the targets. The target status changes to "Inactive".

You can activate the target by following the steps mentioned in "Activate targets".