Deleting Reports

Deleting a Report will permanently remove the entire Report from the system. Follow the instructions below to delete a Report in your CDP Enterprise Edition.

1. Click on "Reporting" in the Main Menu to access the "Reporting" page.



2. The "Reporting" page will list all existing Reports.

Click on the "Delete" (red X) icon under "Actions" for the corresponding Report in the list.

Θ	😑 Disable Selected 🕒 😣 Enable Selected 📜 🎉 Delete Selected							
	Enabled	Name	Frequency	🛞 Last Run Time	🛞 Next Run Time			
	•	1	On Demand	12/15/10 7:34 AM		12 🛃 📓 🕨 🖯		
	•	Report1	On Demand	12/16/10 3:21 AM		2 🗶 📃 🕨 😐		
						Delete		

3. Confirm your request to delete the Report.



In a few moments, the report record disappears from the "Reports" list.

Bulk Deletion

Follow the instructions below to delete multiple Reports at once.

1. Select several Reports by selecting their corresponding checkboxes in the first column in the "Reports" list.

	😑 Disable Selected 🛛 😫 Delete Selected						
		Enabled	🗊 Name	🛐 Frequency	🛞 Last Run Time	🛞 Next Run Time	
Γ	V		Restore	On Demand	12/30/10 4:48 AM		12 🐹 🔟 🕨 😏
Amount		9	ann1	On Demand	1/4/11 2:35 PM		12 🐹 🔟 Þ 😖
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2. Click on "Delete Selected" in the list toolbar.

😑 Disable Selected 🕒 Enable Selected			Selected				
Г		Enabled	💷 Name	e 🛐 Frequency	🛞 Last Run Time	🛞 Next Run Time	
Γ	V	0	Restore	On Demand	12/30/10 4:48 AM		12 🔰 🐹 🗱 🕑
1	1	9	ann1	On Demand	1/4/11 2:35 PM		12 🐹 🔝 🕨 😣
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3. Confirm your request to delete the Reports by clicking on "Delete" in the confirmation window.



4. The Reports will disappear from the "Reports" list.