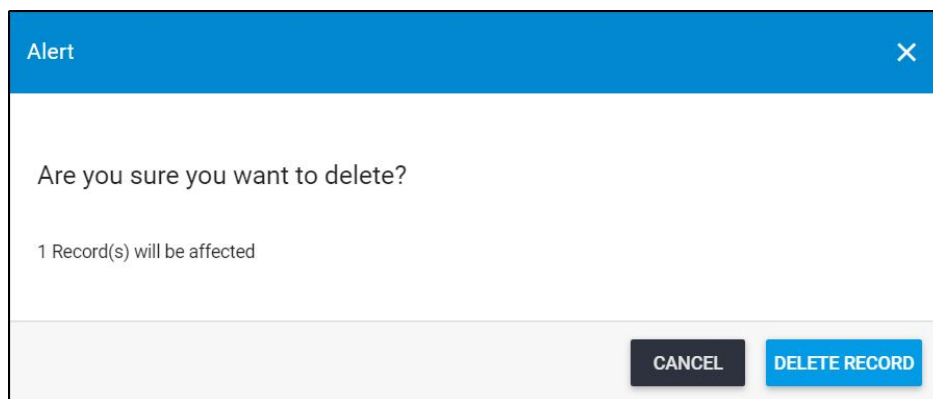# Delete retail window

To delete any of the retail windows, follow these steps:

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

   - Select "Delete Record" from the Actions menu next to the window you want to delete,
   - Click the checkbox on top of the records to select all the windows then click the **Delete** button,
   - Click the checkbox(es) next to the windows 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 windows. Its status changes to "Inactive". You can activate the window by following the steps mentioned in "[Activate retail windows](#)".