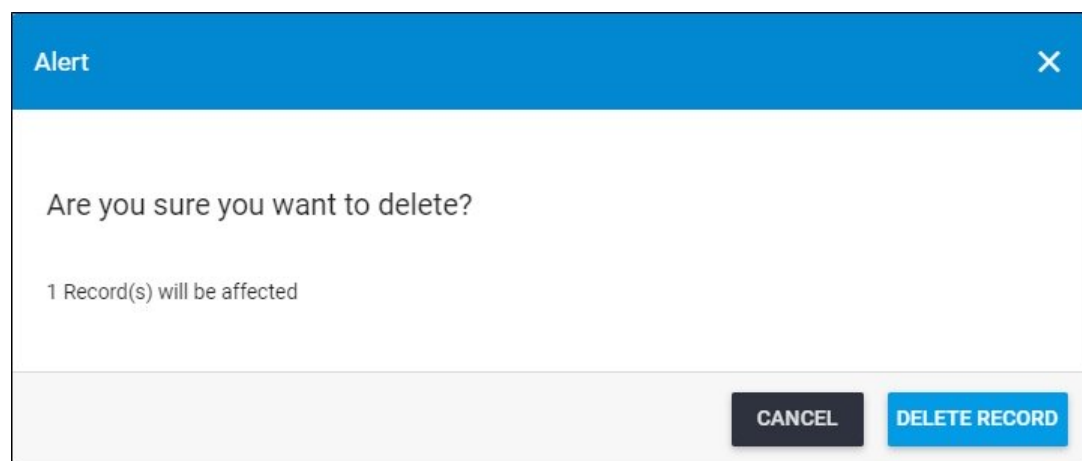## Delete saved views

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](#)".