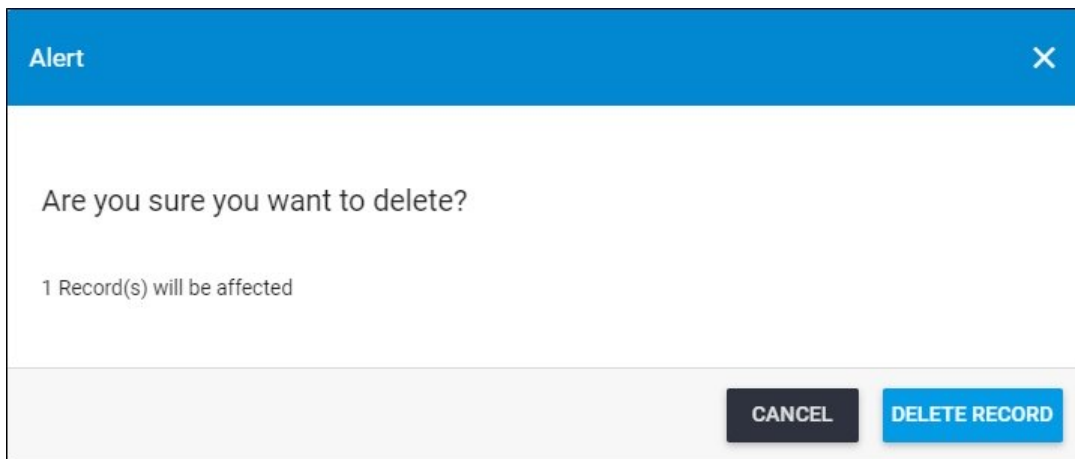


## Delete forecast

To delete a forecast, follow these steps:

1. Select the forecast you want to delete by following any of these methods:
  - Select “Delete Record” from the Actions menu next to the forecast you want to delete,
  - Click the checkbox on top of the records to select all forecasts then click the **Delete** button,
  - Click the checkbox(es) next to the forecasts you want then click the **Delete** button,

The following message appears:



2. Click **Delete Record** to confirm deleting the forecast. Its status changes to “Inactive”. You can activate the forecast by following the steps mentioned “[Activate forecast](#)”.