## **Delete images**

To delete images, follow these steps:

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

The following message appears showing the number of selected images:

| Alert  |  |
|--|--|
| Are you sure you want to delete?<br>1 Record(s) will be affected |  |
| CANCEL DELETE RECORD   |  |

2. Click **Delete Record** to confirm deleting the images. Images status changes to "Inactive". You can activate images as mentioned in "<u>Activate images</u>".