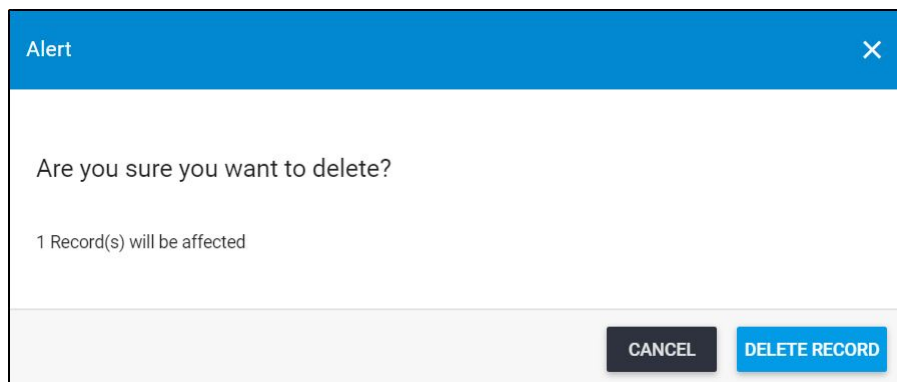**Delete location**

To delete a location, follow these steps:

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

   - Select "Delete Record" from the Actions menu next to the location you want to delete,
   - Click the checkbox on top of the records to select all locations then click the **Delete** button,
   - Click the checkbox(es) next to the locations 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 locations. Its status changes to "Inactive". You can activate them as mentioned in "Activate Locations".