We are currently updating our site; thank you for your patience.

REPORTS DASHBOARD

DELETE A REPORT

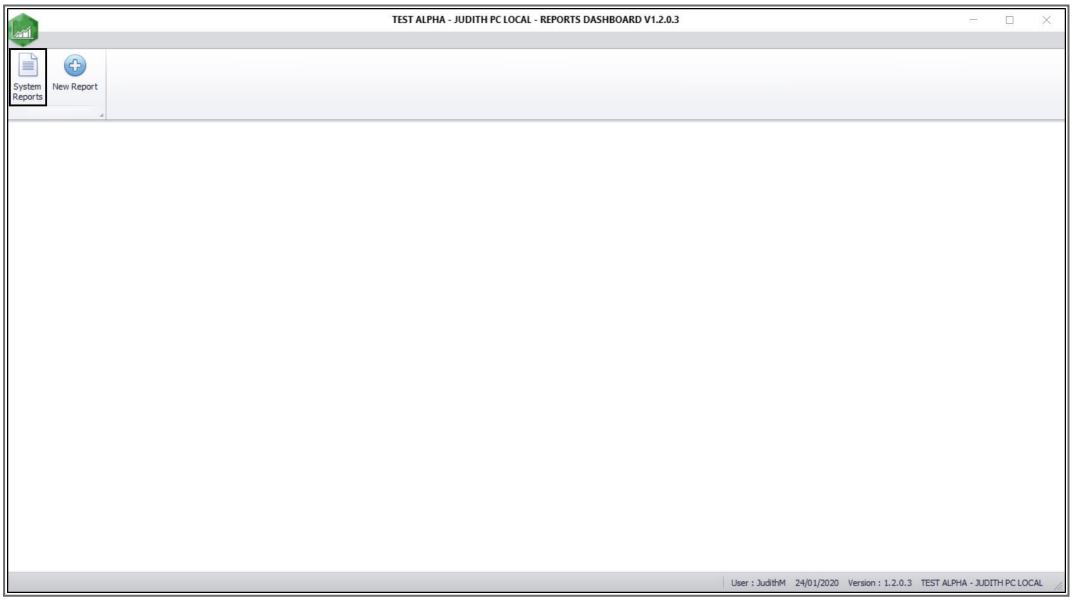
The **Reports Dashboard** application gives you the ability to view critical business information graphically in real time in form of dashboard reports. The information contained in the dashboard reports is refreshed periodically with the most current data related to the reports.

In **Reports Dashboard**, you have the ability to delete individual reports.

Access: Reports Dashboard Icon > Log In

The **Reports Dashboard** application will open.

- Click on the **System Reports**.



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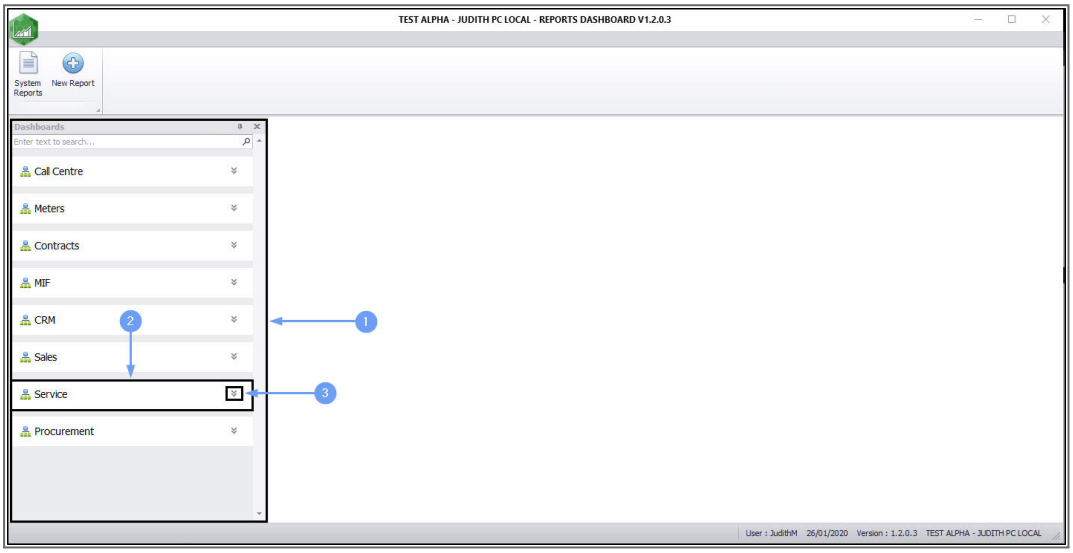
SELECT REPORT CATEGORY

1. The **Dashboard Panel** will be displayed.
2. Click on the **chevron view node** on the
3. **Report Category** with the underlying report you wish to delete.
    - In this image, **Service** has been selected.



DELETE ACTIVE REPORT

1. All the underlying 'active' reports in the selected category will be displayed.
2. Click on **Delete** on the report you wish to delete.

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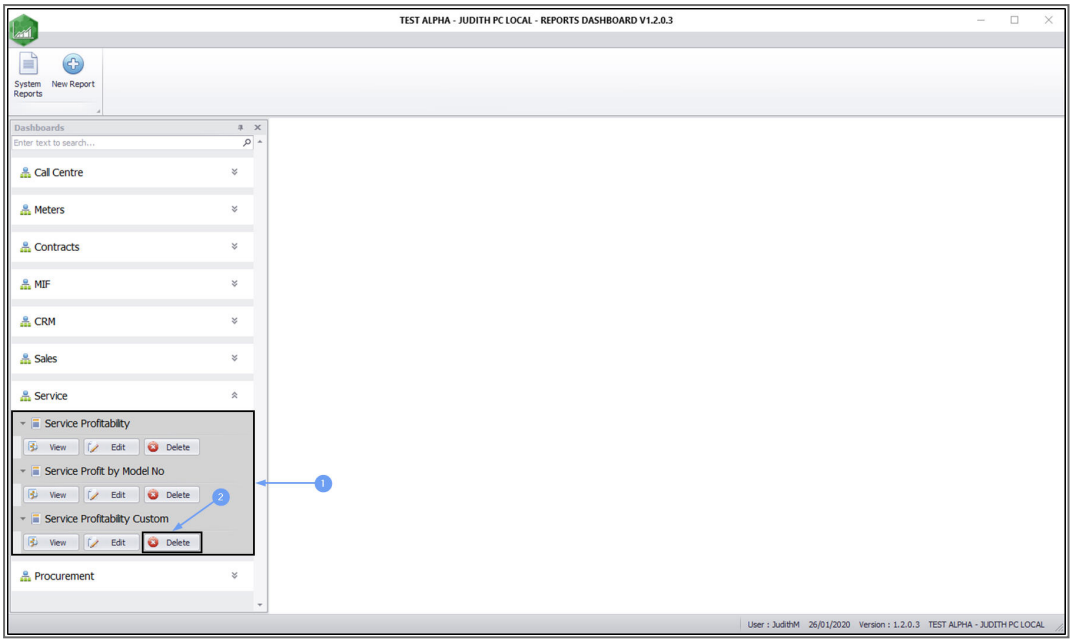
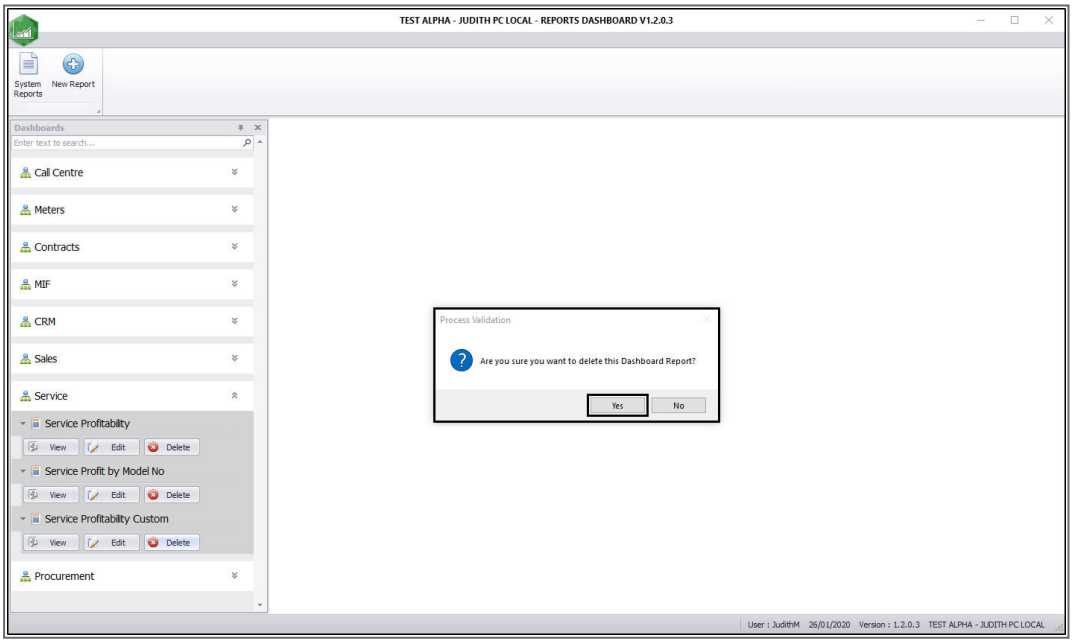


- A **Process Validation** message will pop up asking you;
    - **Are you sure you want to delete this Dashboard Report?**
- Click on **Yes.**



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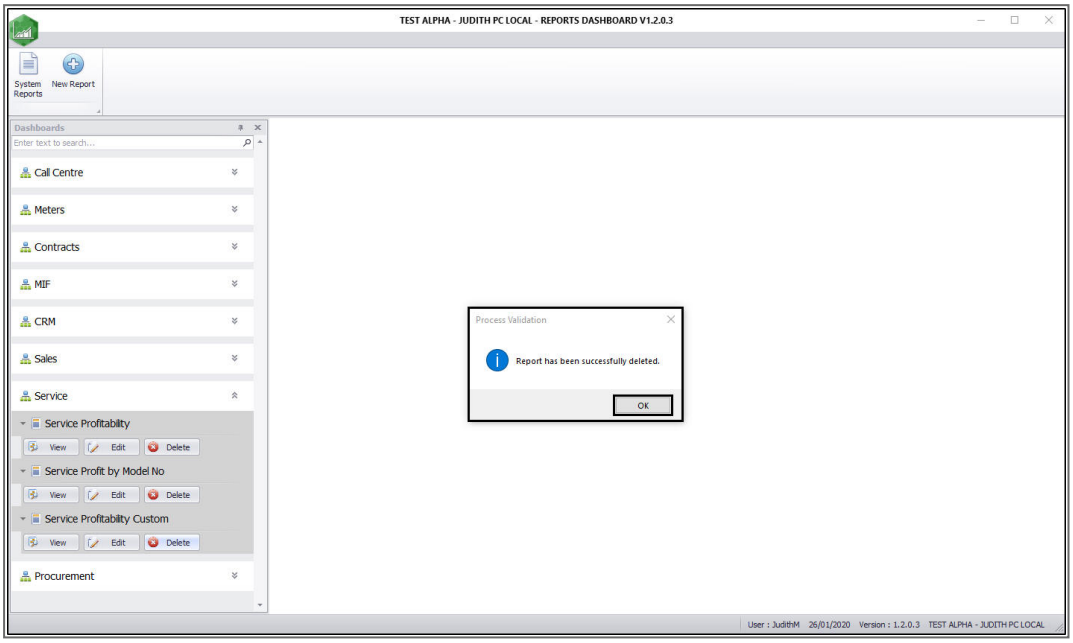
- A **Process Validation** message will pop up telling you;
    - **Report has been successfully deleted?**
- Click on **OK.**



1. The selected **Report Category chevron view** will become hidden.
2. Click on the **Report Category chevron view node** where you deleted the underlying report.

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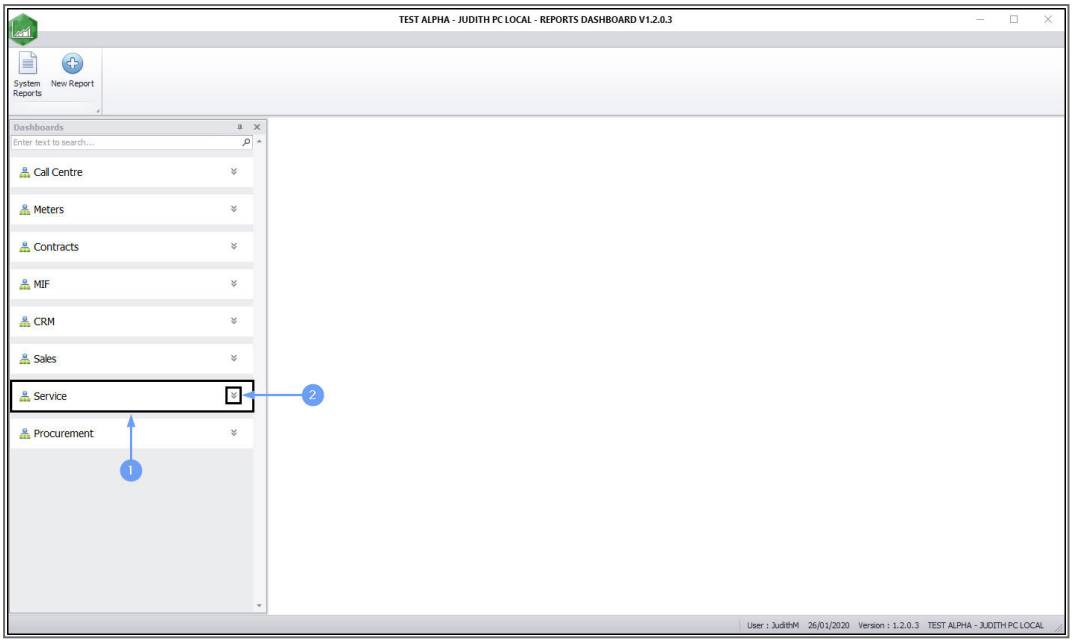
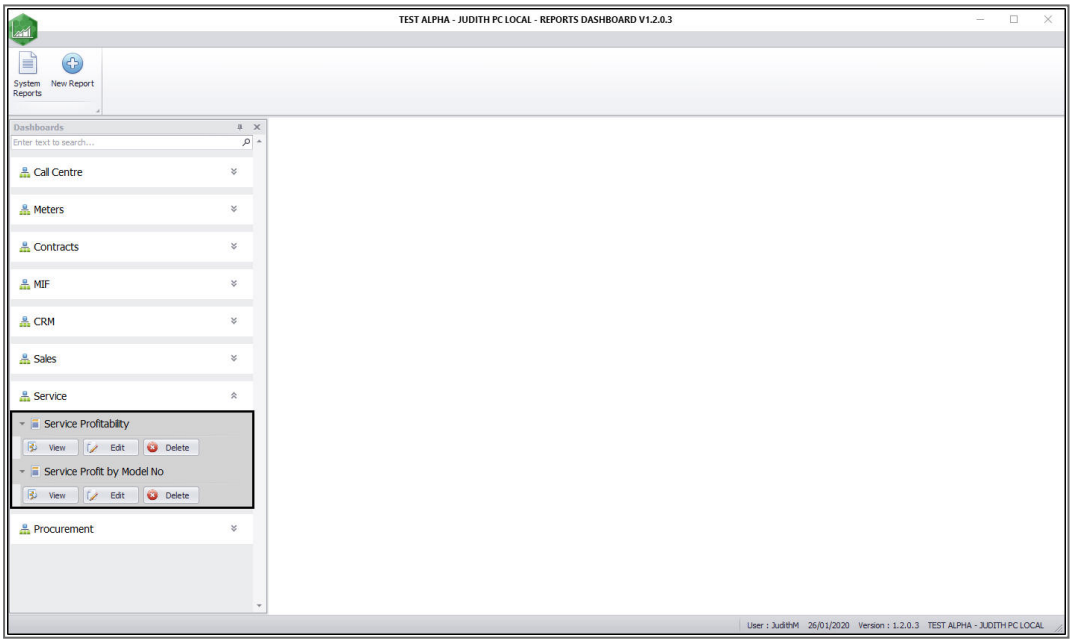


- The deleted report will no longer be listed under the selected **Report Category**.



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