Delete an Object

Last Modified on 02/19/2025 10:18 am EST

Overview

Depending on their role permissions, both Administrators and users can delete objects. However, before an object can be deleted, you must review the **Deletion Request** warning, which outlines how deleting that specific object impacts other objects connected through relationships or references.

User Account Requirements

The user must have **Delete Object** permissions to delete objects.

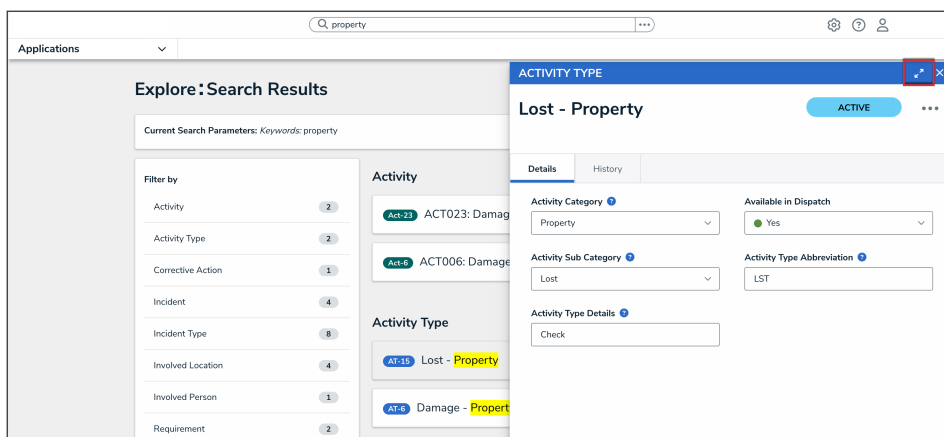## Deleting an Object

> **Warning:**
> Deleting an object with relationships or references will delete that object's connection to those other objects, but it will **not** delete the other objects to which it was related.

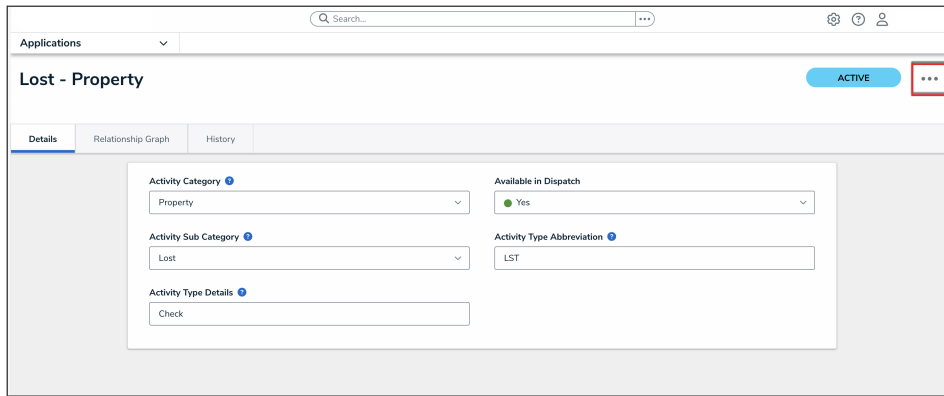1. Open the object you want to delete in full screen mode.

   > **Note:**
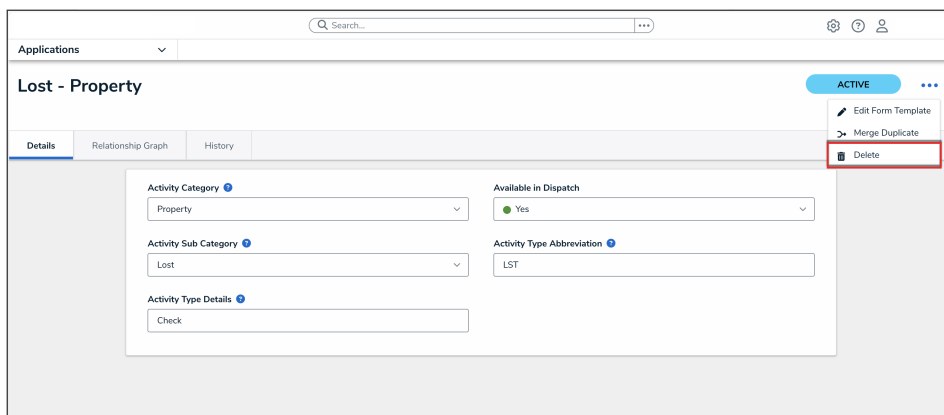   > An object can only be deleted in full screen mode.

Full Screen Icon

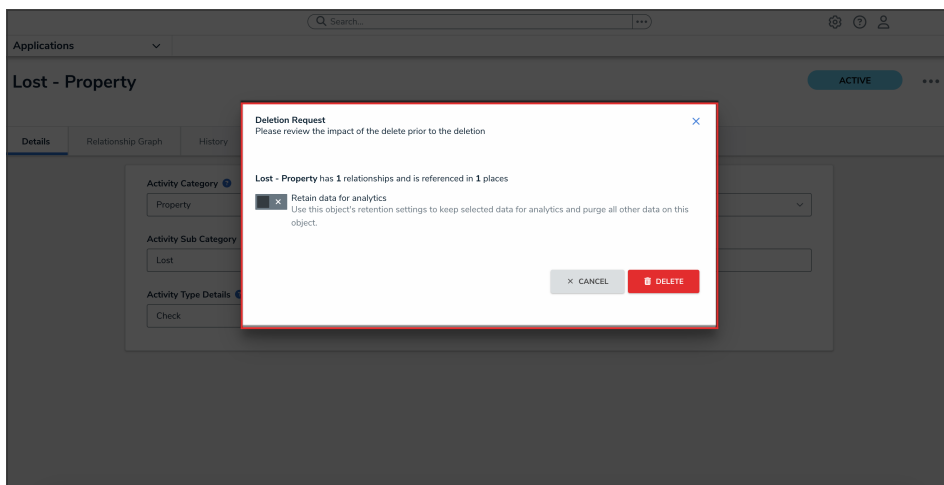2. From the object, click the **More Actions** icon.

More Actions Icon

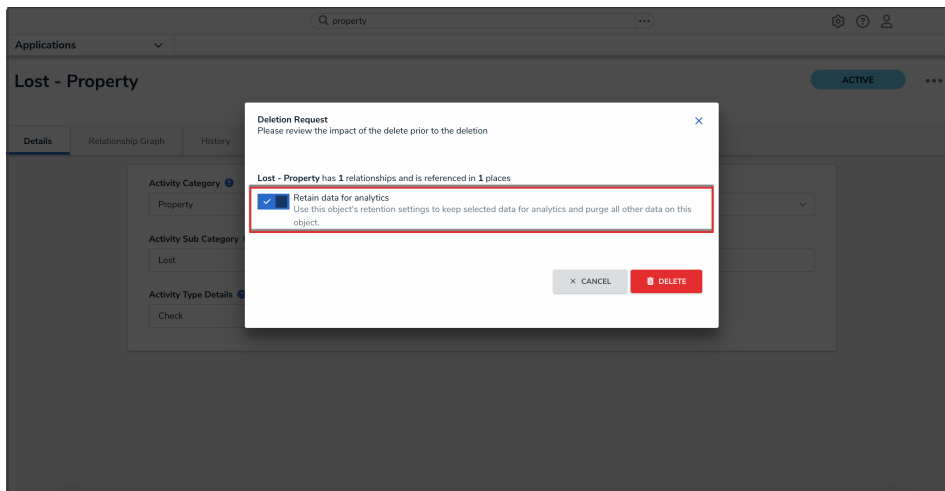3. Click **Delete**.

Delete

4. If the **Retain Data for Analytics** toggle switch on the **Data Retention** tab is enabled for the object type, the following **Deletion Request** pop-up will appear when deleting an object. For more information, please refer to the Data Retention section.
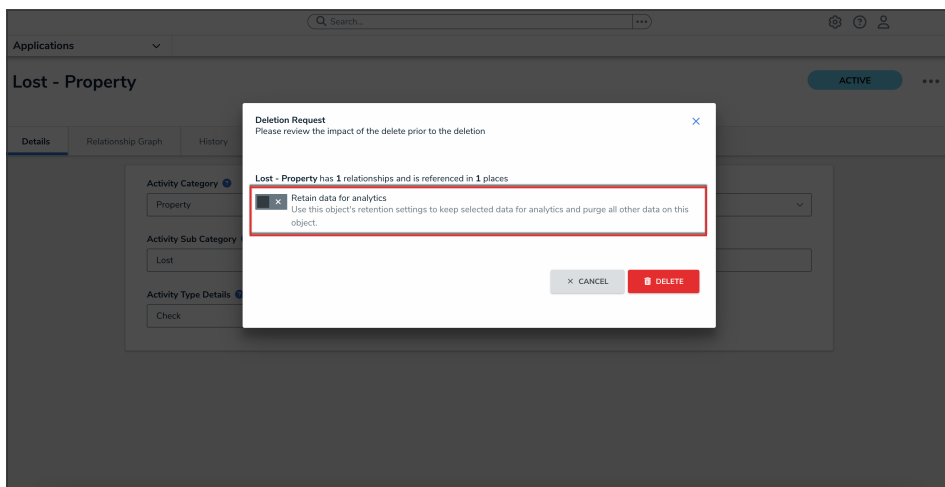

Deletion Request Pop-up

5. Read the warning as it will outline the number of relationships and references that will be impacted if the object is deleted from the system.

6. **(Optional):** Select the **Retain Data for Analytics** toggle switch to turn it on to retain the information selected on the **Data Retention** tab for the object type and delete all other related data.
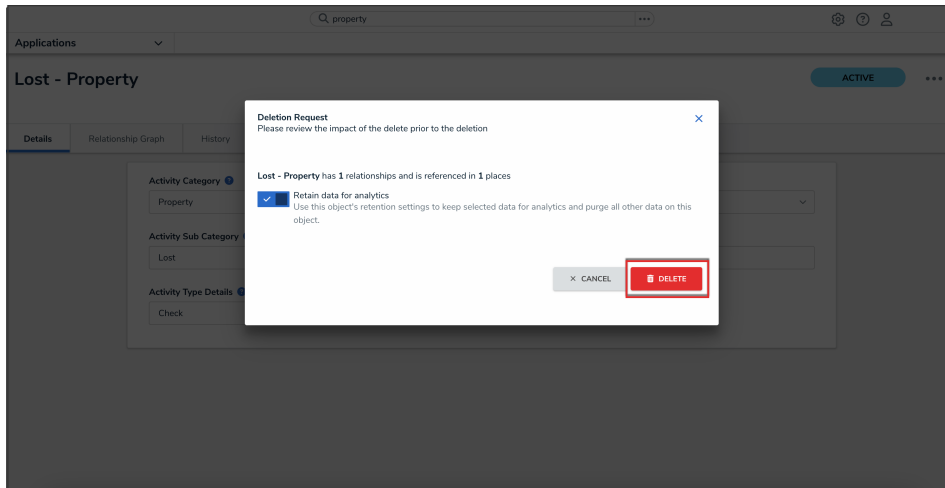

Enabled Retain Data for Analytics Toggle Switch

7. **(Optional):** Leave the **Retain Data for Analytics** toggle switch disabled to delete the object and all related data from the system.
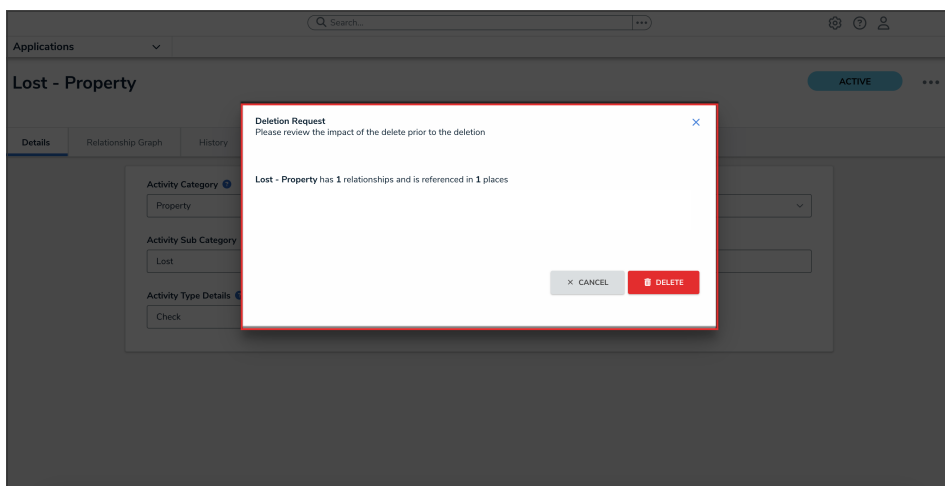

Disabled Retain Data for Analytics Toggle Switch

8. Click the **Delete** button. The object will go into a purge queue and cannot be reverted. It can take up to one week to fully remove the object, and related information from the system.
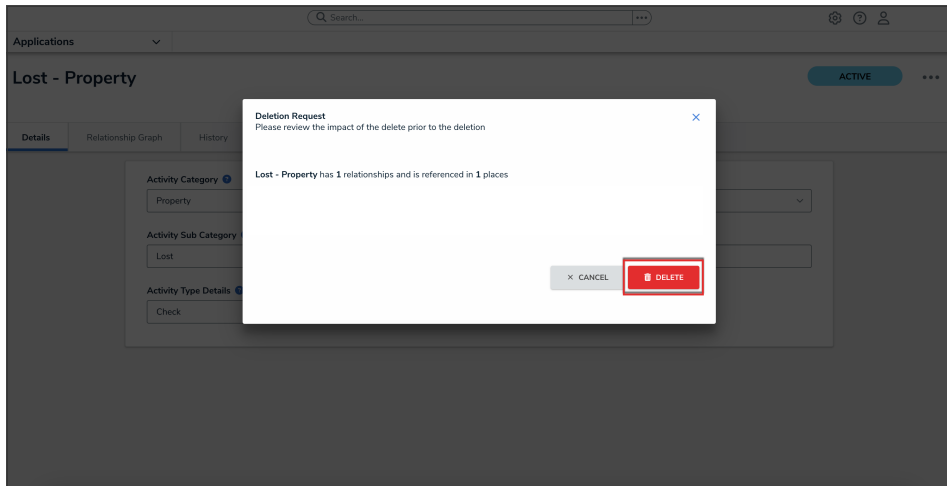
Delete Button

9. If the **Retain Data for Analytics** toggle switch on the **Data Retention** tab is disabled for the object type, the following **Deletion Request** pop-up will appear when deleting an object.

Deletion Request Pop-up

10. Read the warning as it will outline the number of relationships and references that will be impacted if the object is deleted from the system.

11. Click the **Delete** button. The object will go into a purge queue and cannot be reverted. It can take up to one week to fully remove the object, and related information from the system.

Delete Button