

Deleting a Report

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Overview

Administrators can delete a report.

You cannot edit or remove the data definitions saved to a report without deleting the report, then recreating it.

Deleting a report will also delete any filters, parameters, and elements added to it.

User Account Requirements

The user account used to log into Resolver must have Administrator permission to delete a report.

Navigation

1. From the *Home* screen, click on the **Administration** icon.



Administration Icon

2. From the Administrator Settings menu, click Admin Overview.



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Administrator Settings Menu

3. From the *Admin: Overview* screen, click the **Data Visualizations** tile under the *Views* section.

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4. From the *Admin: Data Visualizations* screen, enter a Report Name in the **Search** field.

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5. Click on the **Report** link.



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Report Link

Deleting a Report

1. From the *Admin: Edit Report* screen, scroll to the bottom of the screen.



Admin: Edit Report Screen

2. Click the **Delete** button.



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Delete Button

3. From the *Confirmation* pop-up, click the **Delete** button to remove the report. Deleting a report will also delete any filters, parameters, and elements.

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Delete Button