

Deleting a Report

Last Modified on 01/31/2025 11:01 am EST

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.

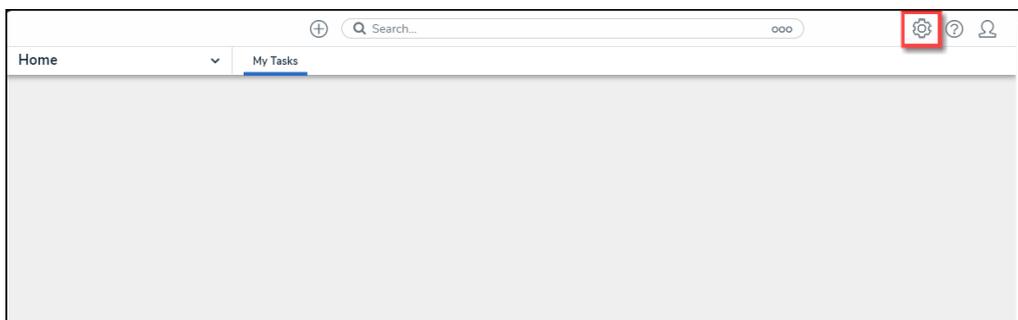
Deleting a report will also delete any filters, parameters, and elements added to it.

User Account Requirements

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

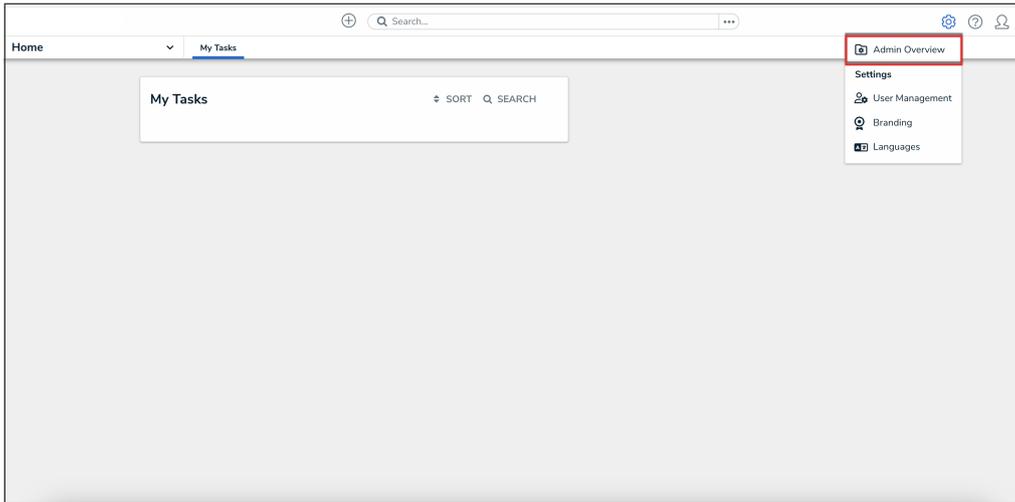
Navigation

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



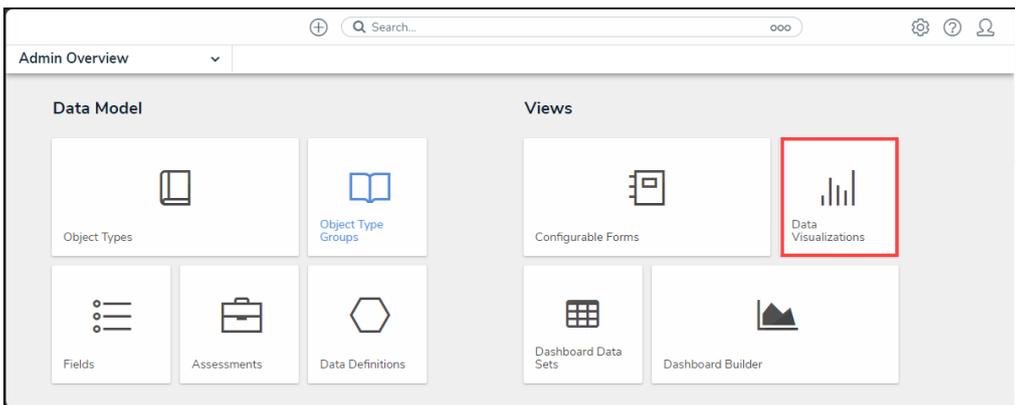
Administration Icon

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



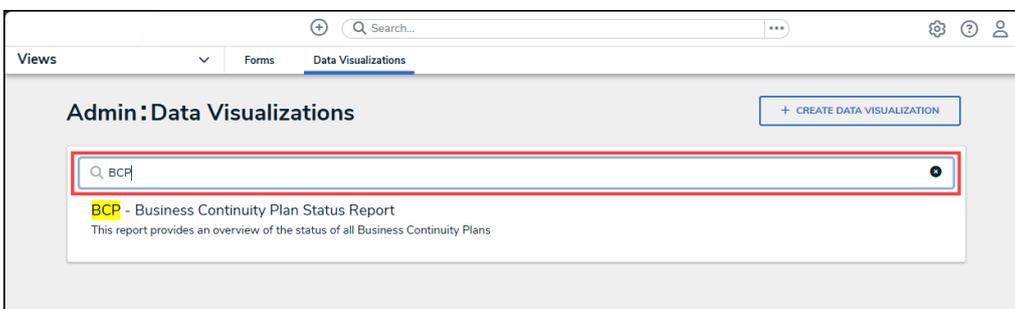
Administrator Settings Menu

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



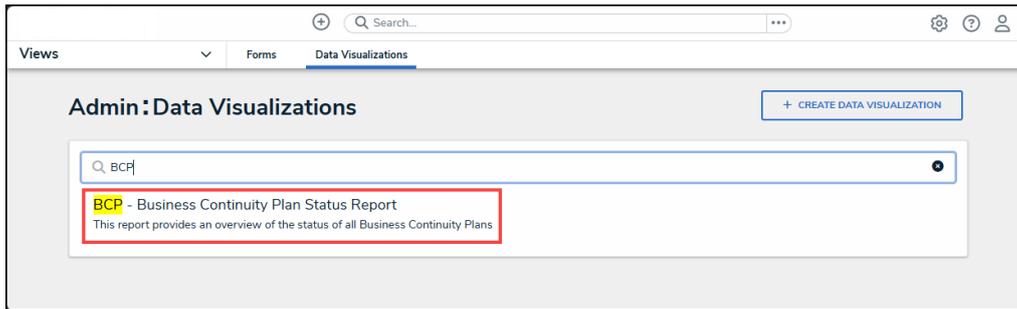
Data Visualizations Tile

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



Search Field

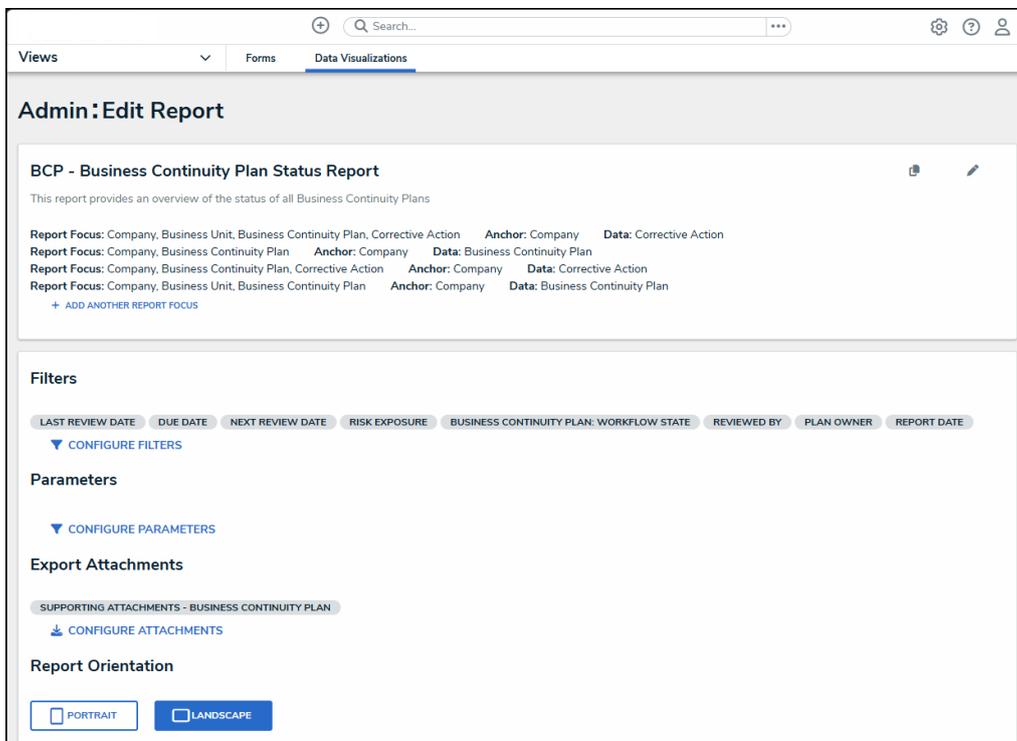
5. Click on the **Report** link.



Report Link

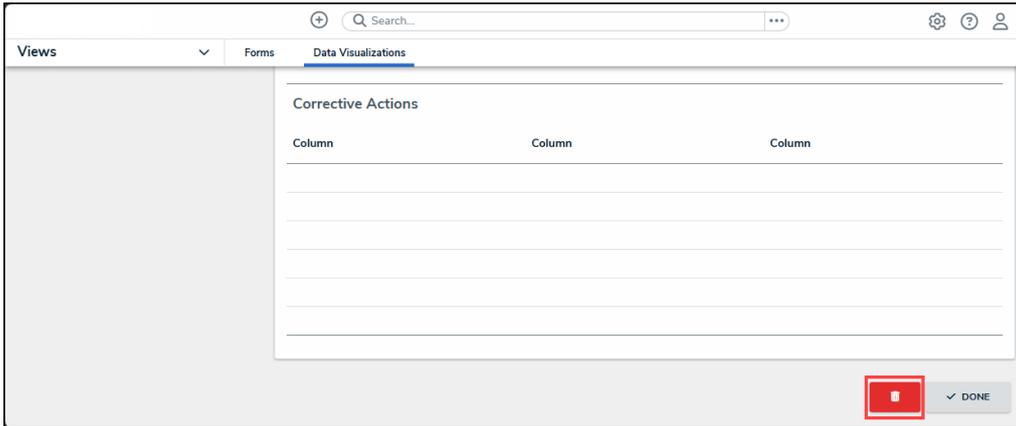
Deleting a Report

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



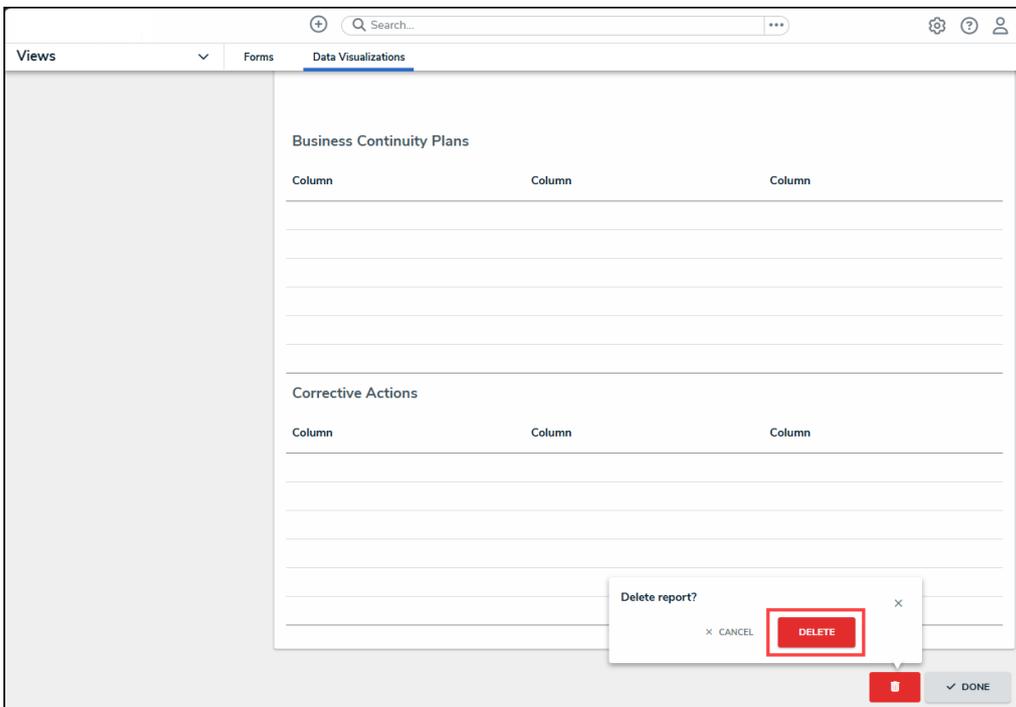
Admin: Edit Report Screen

2. Click the **Delete** button.



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.



Delete Button