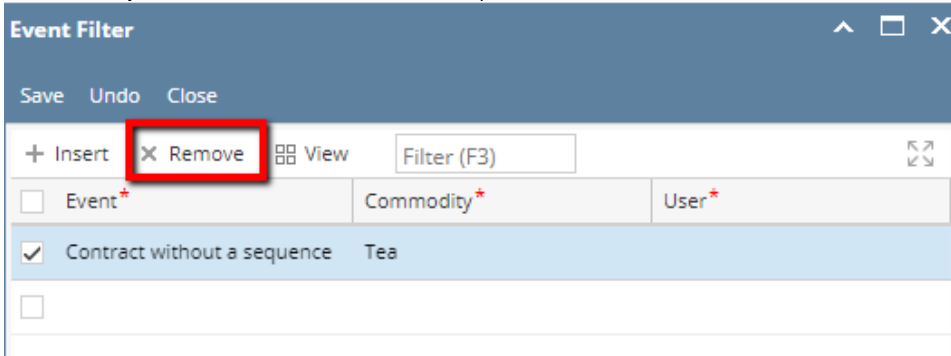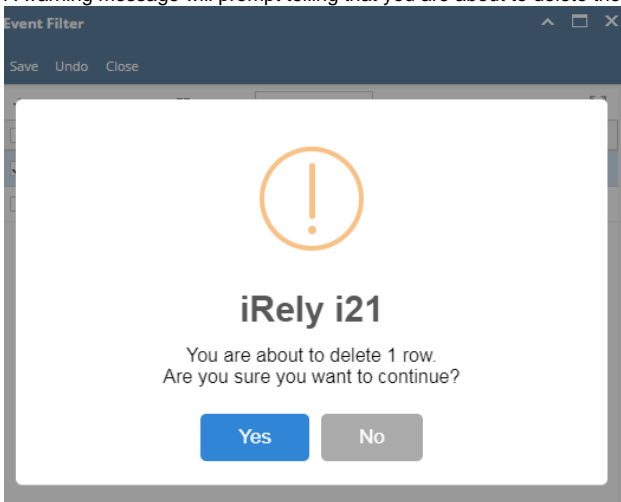# How To Remove Alert

Here are the steps on how to remove Alerts:

1. From the **Contract Management > Maintenance** menu, select **Alert Filter.**
2. Select **Alerts** you want to delete. You can select multiple Terms.

3. Click on **Remove** button.
4. A warning message will prompt telling that you are about to delete the selected record. Click **Yes** to continue.

5. Selected Alert will be deleted.