

How to Delete report builder record

1. Open the selected report builder record. See [How to Search and Open report builder record](#).
2. Click **Delete** to delete report builder record.

Report Builder - Duplicate (1) of Report Builder #1 - 4/29/2019 11:27:32 AM

New Save Search **Delete** Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name **Duplicate (1) of Report Builder #1 - 4/29/2019 11:27:32 AM** As of Date **04/29/2019**

Row **Row Designer - 4/29/2019 11:27:32 AM** Segment Filter

Column **Column Designer - 4/29/2019 11:27:32 AM** Description **Report Builder: Automation Test**

Orientation **Portrait**

Header & Footer

☐ Page Header ☐ Report Header

☐ Page Footer ☐ Report Footer

3. This delete confirmation message will be shown. Click **YES** to proceed with deleting the record.

A screenshot of a confirmation dialog box from iRely i21. At the top is a large orange circle containing a white exclamation mark. Below this, the text "iRely i21" is displayed in a bold, dark blue font. Underneath, the question "Are you sure you want to delete this record?" is shown in a standard black font. At the bottom, there are two buttons: a blue button on the left with the word "Yes" in white, and a gray button on the right with the word "No" in gray.

Note that deleting a report builder record will not delete the row, column, header and footer records used to build the report. It is only this record in the Report Builder that is deleted.

1. Open the selected report builder record. See [How to Search and Open report builder record.](#)
2. Click **Delete** to delete report builder record.

Report Builder - Report Builder #1 - 9/18/2018 4:59:52 PM

New Save Search **Delete** Undo Duplicate Generate Close

Details Runtime Log Financial History Audit Log

Report Name As of Date

Row Segment Filter

Column Description

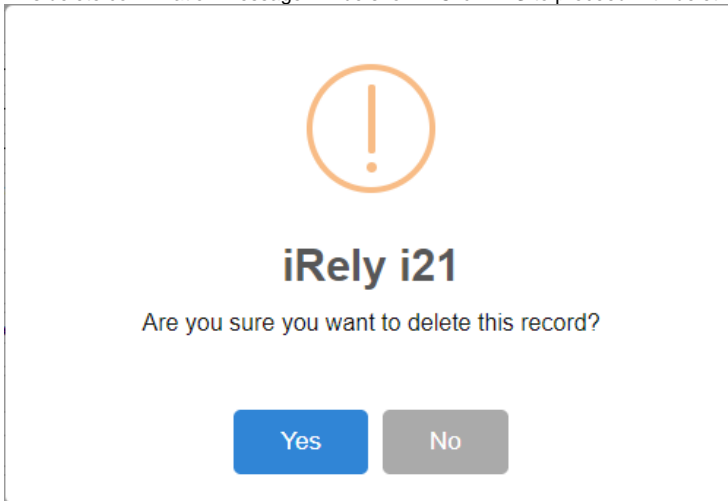
Orientation

Header & Footer

☐ Page Header ☐ Report Header

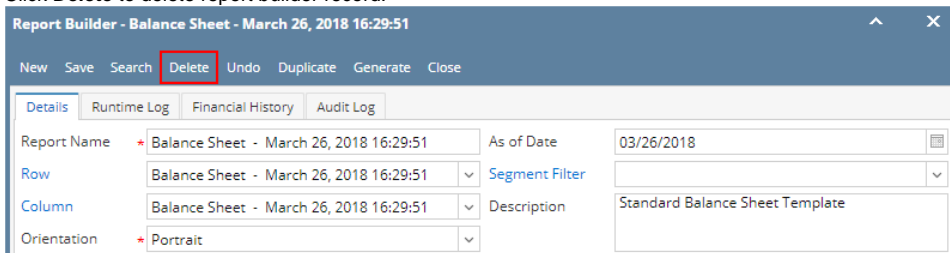
☐ Page Footer ☐ Report Footer

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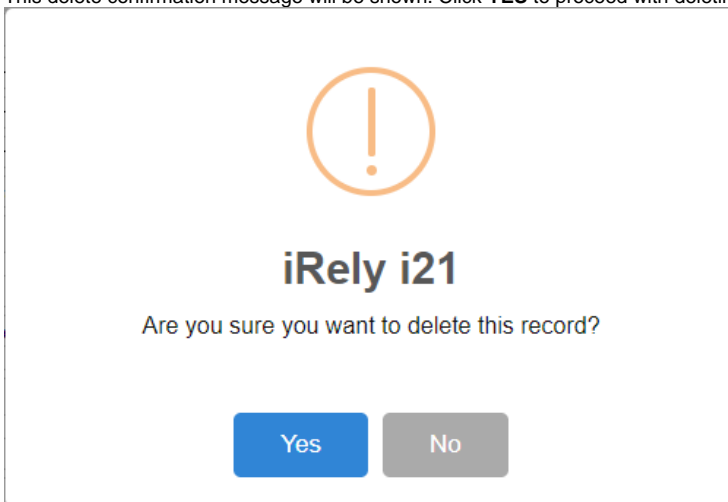


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Report Builder - Income Statement A

New Save Search **Delete** Undo Generate Close

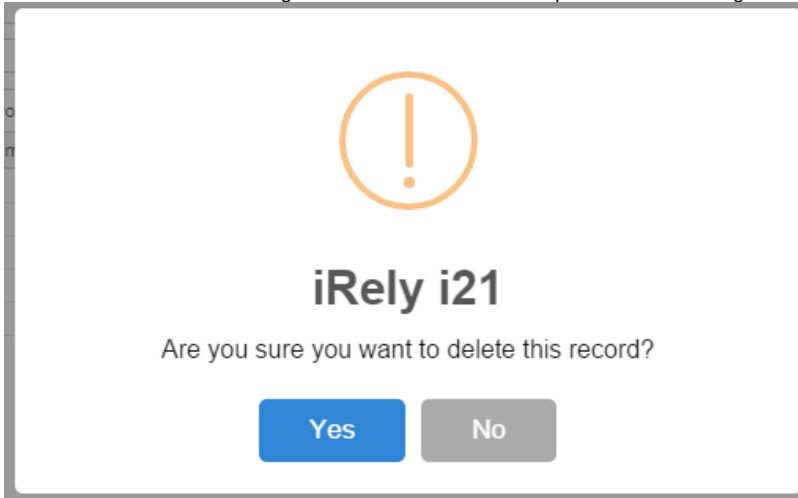
Details

Report Name: Income Statement A Description:

Row: Income Statement A row

Column: Current and Previous column Orientation: Portrait

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Note that deleting a report builder record will not delete the row, column, header and footer records used to build the report. It is only this record in the Report Builder that is deleted.

1. Click **Delete toolbar button** to delete financial report builder record.



2. This delete confirmation message will be shown. Click **YES** to proceed with deleting this record.

