How to Delete Archived Report

- Open the Archived Reports screen. See Archived Reports
 Select the report you want to delete, then click the Remove button.
- 3. Select Yes on the confirmation message.

Archived Reports					× ×
Save Print Close					
Remove Filter Records (F3)					
Name	Description	Date	Download	Email	Details
Trial Balance	Report 1	02/26/2015		\swarrow	
1	1 🔄 iRely i21	× 2015	2	\swarrow	
	Are you sure you want to co	intinue?			

- 4. Save the changes on Archived Reports.
- 1. Open the Archived Reports screen. See Archived Reports
- 2. Select the report you want to delete, then click the **Delete button**.
- 3. Select Yes on the confirmation message.

Save Print Close						*
Delete Filter Records (F3)	Description		Date	Download	Email	Details
G	CI		02/27/2015	Download		Decails
GL	GL	iBaly i21	2015		<u>~</u>	
		Are you sure you war	at to continue?			

4. Save the changes on Archived Reports.