

Delete a Folder or Report

Reports or folders can be deleted individually or as a batch.

To delete an individual folder or report:

1. Click the



to any folder or report in the folder contents list. Select **Delete**.

adjacent

2. From the pop-up, chose whether or not to delete the item.

To delete a batch of folders or reports:

1. Check the box next to any item in the contents table. Checking the box above the contents will select all items.
2. Click **Delete** from the bottom of the contents table.
3. From the pop-up, choose whether or not to delete the items.

Fields

Name	Value
product	InCites
Indicator	false