Delete A Saved Report

Click *Configure Favorites* in the **Favorite Reports** box to view the **Managed Saved Reports** table on the **Dashboard**. View any of the saved reports listed.

To delete a report:

1. Select the report to share and click the *Trash Can* icon to delete the report.
2. In the **Delete Saved Report** pop-up window, click *Delete* to confirm.

Note: Any users you have shared the report with will also lose access when you delete a saved report.