

# Delete A Saved Report

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On the **Dashboard**, click the Gear Icon in the **Favorite Reports** box to view the **Managed Saved Reports** table. View any of the saved reports listed.

To delete a report:

1. Select the report to share and click the Trash 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.*

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