

# Delete a Warehouse

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To delete an existing Warehouse, navigate to Inventory > Warehouses.

The Warehouse list will be displayed. Click on the Delete button to the right of the desired warehouse.

*Note:* Deleting a warehouse will not permanently remove the record, but will make it inactive. Inactivated warehouses may be reactivated.

The screenshot shows the 'Warehouses' management interface. At the top, there is a '+ Add Warehouse' button, a 'Custom Grid Layout' button, and a 'Show Inactive Warehouses' toggle switch. The total value is displayed as \$112,491.50. Below the header, there is a table with the following data:

Warehouse Code	Warehouse Name	Warehouse Total	
*MI-Main	Michigan Main Warehouse	\$0.00	Edit Delete
*Ohio-Main	Ohio Main Warehouse	\$10.00	Edit Delete
MI-1001	Michigan Tech 1001	\$0.00	Edit Delete
MI-1002	Michigan Tech 1002	\$0.00	Edit Delete
Ohio-Cincinnati	Cincinnati Warehouse	\$0.00	Edit Delete
Ohio-CLE-Tech1	Cleveland Warehouse- Technician 1	\$0.00	Edit Delete
Ohio-Cleveland	Cleveland East	\$377.50	Edit Delete
Ohio-COL-Tech1	Service Truck One	\$0.00	Edit Delete
Ohio-COL-Tech2	Service Warehouse Two	\$5.00	Edit Delete
Ohio-Columbus	Columbus Warehouse	\$515.00	Edit Delete
Ohio-Obsolete	Ohio Obsolete Inventory	\$370.00	Edit Delete
Ohio-Subcontractor	Subcontractor Parts	\$30.00	Edit Delete

At the bottom of the table, there is a pagination control showing '1 - 15 of 15 items' and a 'Refresh' button.

A confirmation message box will be displayed. If you are certain you want to inactivate the warehouse, click on the Yes button.

