Delete a Tag

Tags may be deleted if necessary.

Note: When the User selects Yes to accept the deletion of the record, if that record had previously been assigned to a Task, the record will not be deleted from the database, however, will be marked as "inactive". If the record has never been used on a Task, the record will be deleted from the database. If a record was previously marked as "inactive", a user is able to re-activate the record if needed. When selecting to view Inactive Only records, items that were previously "inactivated", will appear in the list.

To delete or inactivate a record, navigate to Setup > Operations > Tags.

The Tags list will be displayed. Locate the record to delete, and then click on the Delete button.

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A confirmation message will be displayed. Click on the Yes button to proceed with the deletion or inactivation.

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