Deleting Events

Security Note

To delete events, your user will need the following permission set for your user group in Group Administration: Basic: 2.4 *Delete Events*, as well as Edit, Delete, Copy object-level security for the event.

To Delete an Event or Event Draft

1. Find the Event

Search for the event you wish to delete or choose it from your <u>dashboard starred events</u>. Tap or click on the event name to view the event's details.

2. Use the Delete Event Link

Choose Delete Event in the More Actions display, if your user has appropriate permissions.

Image: Select Delete Event from the More Actions display in the Event Details.	Tap or click to reveal options										
Delete Event Delete Mode Off Om On Image: Select Delete Event from the More Actions display in the Event Details.	C Edit Event	Copy Event	E Related Events	్ల Manage Bindings	Create Task	C Print Report	Email Event	ा। Delete Event	 Take Ownership	Subscribe	∧ Collapse
Delete Mode Off D On Image: Select Delete Event from the More Actions display in the Event Details.	Delete Even	t									×
Image: Select Delete Event from the More Actions display in the Event Details.	Delete Mode										
Image: Select Delete Event from the More Actions display in the Event Details.											
			Image:	Select Delet	e Event from	the More Ac	tions display	in the Event	t Details.		

To help prevent accidental deletions, you must first toggle Delete Mode to On.

Use the **Delete Event** button. A message asks you to confirm the deletion. Click **OK** to continue.



A deleted event can't be viewed, edited, or retrieved again. Once deleted, the event will no longer be available in the Series25 database. If you want to keep a record of an event, <u>cancel the event</u> rather than delete it.