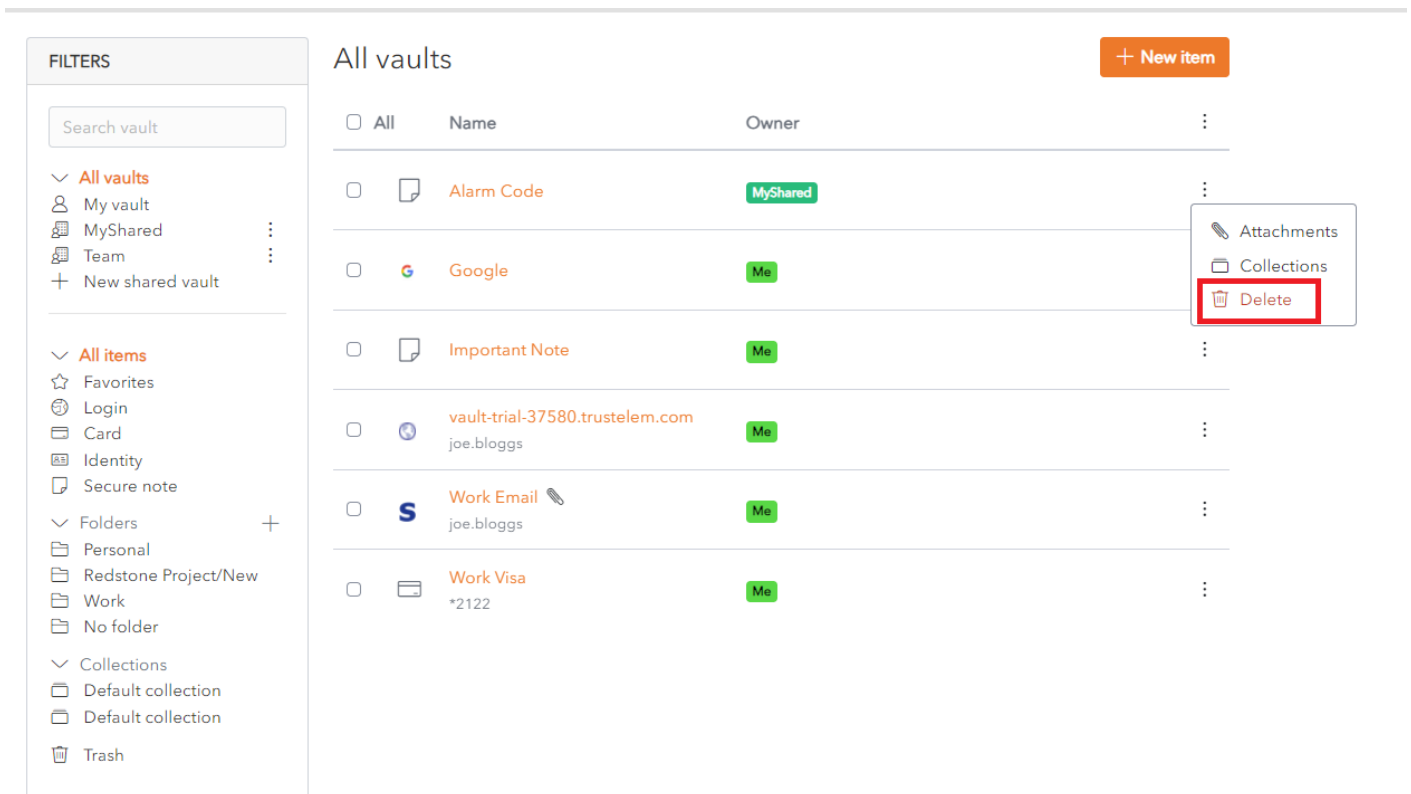# Delete Item

There are 2 ways to delete an item, from the Item List or from the Edit Item Screen.
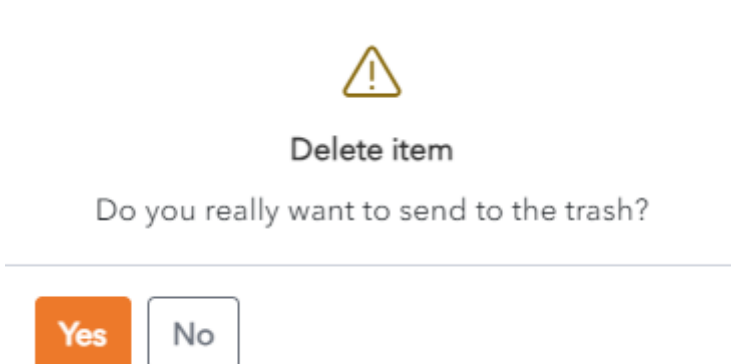
Delete Item from Item List

From the **Item List**, click on the ⋮**Context Menu** link beside an Item. The context menu for that item **opens**.

Click the 🗑 **Delete** link. A **Delete Item Confirmation** pop up is displayed.

Click **Yes** to delete the Item.

Click **No** to cancel the operation.

Delete Item from Edit Item Screen

Click on the **Item** to be deleted. The **Edit Screen** opens.

Click the 🗑 **Delete** button. A **Delete Item Confirmation** pop up is displayed.

Delete item

Do you really want to send to the trash?

Yes   No

Click **Yes** to delete the Item.

Click **No** to cancel the operation.