

Delete a job when you want to remove it from the system.

Requirements: You must have a job role that includes the Delete Job right.

1. In the Jobs view, select the Job(s) you wish to delete.
 - a. You can use SHIFT-Click to select a continuous range of pages, CTRL-Click for individual jobs, or a mixture of both.
2. Right-click any of the selected pages in the job row.
3. From the menu that appears, select **Delete Job(s)**. The menu will show the jobs to be deleted.
4. In the confirmation dialog box, click **Confirm**.