

5. How to Delete a Project

⚠ Warning:

- You cannot delete the system's **Default Project**—its trash icon is disabled.
- Once deleted, a Project and **all of its associated data** (desks, affiliate hubs, clients, requests, agreements, etc.) are permanently removed. This action **cannot** be undone.

Before you begin, make sure:

You have the **manageAll** or **manageOwn** right on the Projects module.

There are **no active desks or clients** left under this project. You must first delete or reassign all desks → affiliate hubs → clients.

Note: you can delete the project's member only after you've deleted them from the desk they have been assigned to. [Read more about Desks here.](#)

Navigate to the Projects Tab

1. **Open the Sidebar** and click **Projects**
2. Ensure you're on the **Projects** list or card view (not Board or Analytics).

Prerequisite Checks

⚠ You must

1. **Remove all desks:** In each Desk's actions menu (⋮), click **Delete Desk** once its affiliate hubs are empty.
2. **Reassign or delete affiliate hubs:** In the Affiliate Hub module, remove any affiliate hubs tied to this project.
3. **Archive or delete clients:** In the Clients list filtered by this project, archive or move every client out.

This prevents orphaned records and ensures a clean project deletion.

Deleting the Project

1. Locate the Project Card

Scroll through your Projects grid or use the **Search...** input to quickly find it by name.

2. Open the Project Actions

On that project's card, two icons appear in the top-right when you hover:

⇒ **Edit** (to change settings)

🗑️ **Delete** (trash can)

3. Click the 🗑️ Delete Icon

If the icon is **greyed out**, you're either on the Default Project or there are still desks/clients attached.

Otherwise, the confirmation dialog opens.

4. Review the Confirmation Prompt

Read the warning carefully.

Click **Confirm Delete** to proceed.

5. Post-Deletion Cleanup

The project will vanish from your list immediately.

Any scheduled automations, notifications, or integrations scoped to this project will no longer trigger.

If you have dashboards or saved filters referencing this project, update or remove them.

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