6. How to Delete an Action

Deleting an Action permanently removes it from the system. Only do this if the entry was created in error or is no longer needed for record-keeping.

1. Open the Actions Module: Click **Actions** in the left-hand menu to display your table.
2. Find the Action to Remove: Use **Search…** or **Filter** to pinpoint the exact row by UID, client, or text.
3. Click the **Delete** (🗑) Icon: In the row's **Actions** column, click the trash-can icon.
4. Confirm Deletion:
A small confirmation tooltip appears:
Are you sure? Cancel Delete
Click **Delete** to proceed or **Cancel** to abort.

> **Warning:** This action **cannot be undone**. Deleted actions are permanently removed from every report and audit log.

5. Verify Removal:
The row immediately disappears from the table.
Total count (if shown) and any pagination adjust to reflect the deletion.

Best Practices & Notes

1. **Archival over Deletion**: If you need to keep audit trails, consider editing an action's text to mark it "invalid" rather than deleting.
2. **Permissions**: Only users with delete rights on Actions (configured under **Roles & Permissions**) can see the trash icon.
3. **Error Handling**: If deletion fails (e.g. due to a backend constraint), you'll see an error message—contact your system administrator.

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