

EPIC: Deleting Reports on Catalyst

Use this procedure to delete reports for individuals or teams. Remember, once reports are deleted, you cannot undo this option.

Programs/websites needed: EPIC

Deleting Reports in EPIC:

1. Log into EPIC
2. On the left-hand side, drop down the arrow for "Manage Reports."
3. Click "Delete Reports."
4. You can search by name of Individual person, or a team name; adding additional information if you know it, (Product Family, Product, Folder, Sub Folder)
5. Click Search.
6. Click Delete button by the profile you want to delete.
7. Confirm on the next screen that you want to permanently delete the report you have selected.
8. Click Delete Report
9. Press OK on the dropdown screen that you want to permanently delete the report.