

## Jobs – Actions – Delete

From the main View Jobs page your eBoss database allows you to quickly Delete one or multiple Jobs from your system.

### Filter & Select Multiple Jobs

- Navigate to the Jobs screen in your main navigation menu on the left
- Select the desired Jobs either by:
  - Selecting individually using the checkbox to the left
  - Selecting all Jobs on the screen by clicking the checkbox to the top of the column
  - Using the 'Select All' link to the right of the Filter button at the top of the list – this differs from the above in that you will select all the Jobs, from all the Pages listed
  - Using Advanced Search to filter your list of Jobs

### Deleting Job(s)

- Select 'Delete' from the dropdown at the top of the Job list
- Click Apply
- When prompted, Click 'OK' if you are sure you wish to Delete

Your Jobs are now Deleted.