# Remove a Filter

You can only remove unassigned filters. If you try to remove a filter that is in use, an error lists the location where it is used.

## To delete a filter:

1. Go to **Configuration** > **Filters**. Or, in the **Administration** application, go to **Users** > **Filters**.

2. Expand the **Filters** tree and locate to select the filter.

3. Click **Delete**.