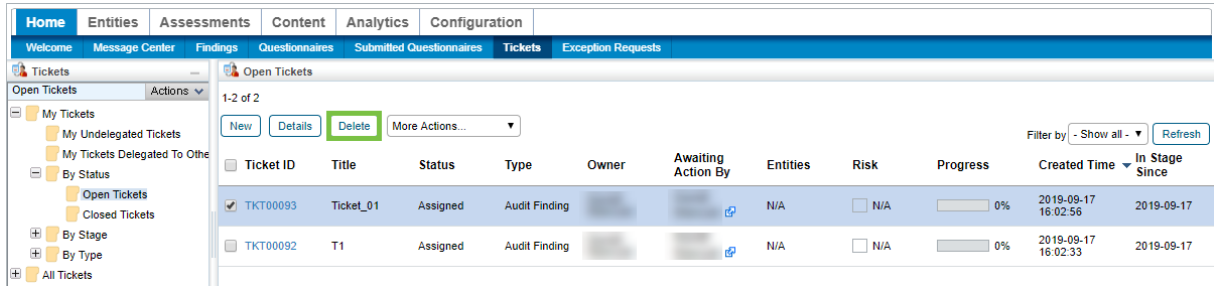


Delete a Ticket

You can delete a ticket if you are the owner and if you have Ticket View and Delete permissions. Users with Ticket View and Manage permissions can delete any ticket, regardless of ownership.

To delete a ticket

1. Go to **Home > Tickets** and check the box next to the ticket you want to delete.
2. Click **Delete**, then **OK**.



The screenshot shows a web application interface for managing tickets. The top navigation bar includes 'Home', 'Entities', 'Assessments', 'Content', 'Analytics', and 'Configuration'. Below this, a secondary navigation bar has 'Welcome', 'Message Center', 'Findings', 'Questionnaires', 'Submitted Questionnaires', 'Tickets', and 'Exception Requests'. The 'Tickets' section is active, showing a list of 'Open Tickets'. On the left, there is a sidebar with a tree view for filtering tickets by 'My Tickets', 'By Status', 'By Stage', 'By Type', and 'All Tickets'. The main content area displays a table of tickets with columns for 'Ticket ID', 'Title', 'Status', 'Type', 'Owner', 'Awaiting Action By', 'Entities', 'Risk', 'Progress', 'Created Time', and 'In Stage Since'. Two tickets are listed: TKT00093 (Ticket_01) and TKT00092 (T1). The 'Delete' button in the actions menu is highlighted in green.

Ticket ID	Title	Status	Type	Owner	Awaiting Action By	Entities	Risk	Progress	Created Time	In Stage Since
<input checked="" type="checkbox"/> TKT00093	Ticket_01	Assigned	Audit Finding			N/A	N/A	0%	2019-09-17 16:02:56	2019-09-17
<input type="checkbox"/> TKT00092	T1	Assigned	Audit Finding			N/A	N/A	0%	2019-09-17 16:02:33	2019-09-17

The Delete button on the Tickets page.