

Introduction

Description

Within the Business Warehouse environment, users cannot directly delete their own saved Views. However, any View marked using the procedure described in this document will be removed by a system utility run by the BW development team.

Prerequisites

The user should be familiar with navigating the Business Warehouse environment and the *Saved View* interface, in particular. Furthermore, the user is assumed to have one or more saved Views that are no longer needed and are therefore ready for deletion. More information about Views is contained in this Help Guide: <http://www.bu.edu/tech/files/2015/12/BW-How-to-Save-and-Use-a-View.pdf>.

Tips and Tricks

None

Procedure

The procedure for marking a View for deletion involves using the online form developed for this purpose.

The form is here: <http://www.bu.edu/tech/support/buworks/help/bw/delete-view/>

Steps to Complete the Form

1. Enter your BU email address
2. Enter the technical name of the View you want to delete. The video (#3 in the image) demonstrates how to determine a View's technical name [Note: there is no audio in the video]. You can enter up to 10 Views
3. Use the (+) on the **Technical Name** input field to generate a blank line for entry of another View name

Saved Views cannot be deleted by report users. However, we can help with that. Use the form below to enter up to 10 Views and a member of the BW Development team will delete the View(s) for you.

Important: you must enter the *Technical Name* of the View(s) to be deleted. Not sure how to identify a View's Technical Name? [Watch this video](#) 3

Use the Form below to list up to 10 Views to delete

Your BU Email Address (e.g., 1 *

Enter the *Technical Name* of the View to be deleted. Click the plus symbol to enter more than one name

Technical Name * 2 +