

# Delete a request

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## Overview

You can delete the requests showing the Pending status. Requests that are executed or in the process of execution are not allowed for deletion. Requests that are in other states than pending can not be deleted.

## Steps to delete requests

1. Locate a request showing the **Pending** status.
  2. In the Status column, click the **Options** icon (depicted by three vertical dots).
  3. Click the **Delete** icon.
  4. To delete multiple requests,
    - Search for requests showing **Pending** status
    - Select the **Delete all** option from the menu on the top right corner.
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