



Removing / Deleting Workspaces

Software Support - 2024-02-13 - Managers & Site Owners

To delete a workspace from your site, please follow the steps below...

1. Open the Workspace.
2. Click on the "cog-wheel" icon in the top right corner of the page to open the **Manage Workspace** menu.
3. Select **"All Manager Functions"** from the bottom of the drop-down menu.
4. Scroll down and click on **"Delete"** under Functions.
5. Tick the box: **I want to permanently delete this workspace.**
6. Provide a **Reason for Deletion ***
7. The default purge date is 30 days; you can change it if required.
8. Type the word **"DELETE"** to confirm.
9. Press the **"Delete"** button.

Kahootz Tip: A deleted workspace can be restored by the support team up until the purge date. After that date all data will be permanently deleted and cannot be restored.