Clean Up Reports in Destiny

Select Back Office>Job Manager

Scroll to the bottom of the screen for **Delete Jobs** options. Select Based on “**Job Name.**”

Select the title of the report you want to remove. Click Delete. (I would not delete all reports. There may be reports you want to look at again later, i.e., Completed Library Inventory Report, Titlewave Analysis; or check when you last ran a particular report.)