

# Advertising SOP: How to Delete Scheduled Advertising Reports

08/27/2024 2:24 pm CDT

## How to Delete Scheduled Advertising Reports



**Who is this for?** This is intended for individuals responsible for managing advertising campaigns on Seller Central.



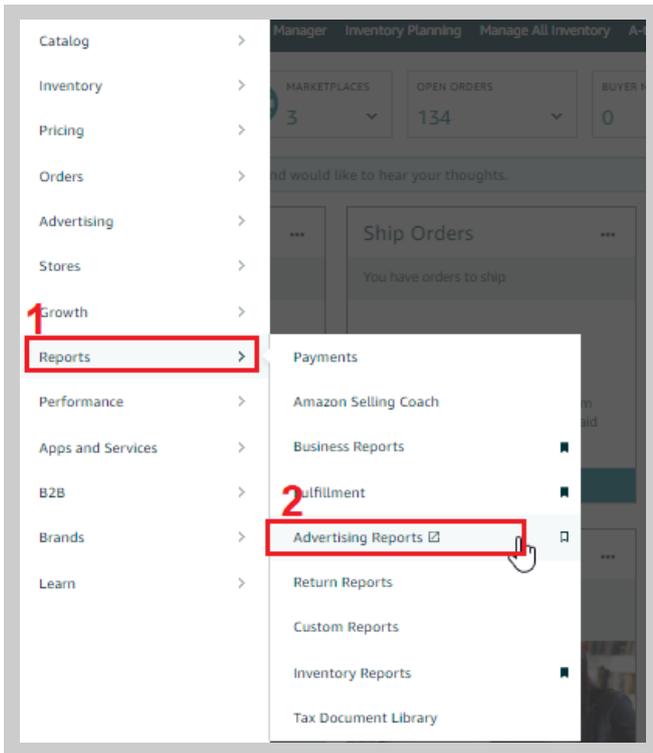
**Objective:** The objective of this SOP is to guide users in removing scheduled advertising reports that are no longer needed or require modification. By following these instructions, users will be able to efficiently manage their advertising reports and maintain a clutter-free environment on Seller Central.

In order to effectively monitor and analyze advertising performance, Seller Central provides the functionality to schedule reports for download at specific dates in the future or recurring periods. However, there may come a time when you need to delete scheduled reports due to changes in requirements, outdated data, or simply to keep your reports organized. This SOP will walk you through the necessary steps to locate and delete scheduled advertising reports within Seller Central. By following these instructions, you will be able to easily manage your reports and ensure that only relevant and up-to-date information is accessible to your advertising team.

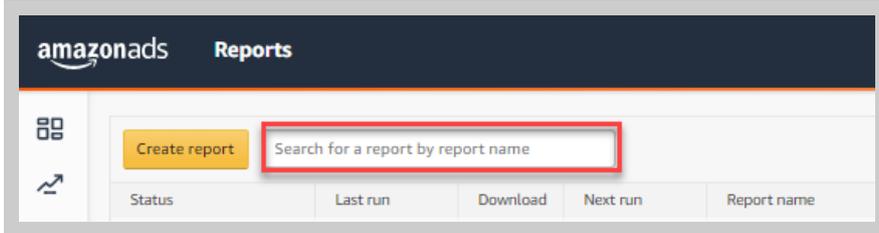
Please note that you should have appropriate access privileges and a Seller Central account to perform the actions described in this SOP.

### Instructions:

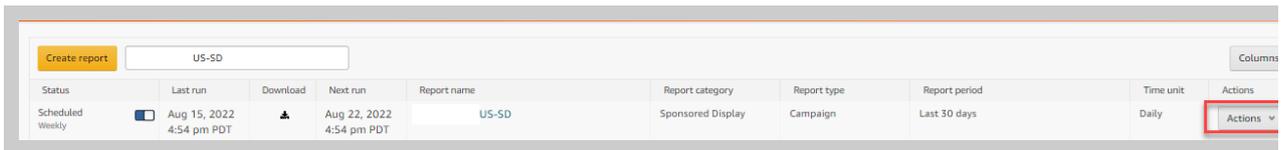
1. Log in to your [Seller Central](#) account, and click Advertising Reports under Reports.



2. Locate the specific report you want to delete. Utilize the Search Box to locate it quickly.



3. Click Actions under the Action column.



4. Select Delete.

