



Deleting a locktag

Last updated - Jun 02, 2020 at 2:55PM

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To delete a LockTag first log in to the web portal and then navigate to **Setup > LockTags**. A screen will display listing all LockTags in the system. Select the ones you wish to delete by ticking the check box to the left hand side of each LockTag. To delete the selected tags click 'Delete' in the left-hand-side actions menu.