

Deleting Datasets in Alchemer Dashboard

Alchemer Dashboard allows you to delete datasets directly from your dashboard. This feature is perfect for cleaning up datasets you've created by mistake or no longer need.

Keep in mind that deleting a dataset is permanent—once it's gone, our support team won't be able to restore it, so make sure you really want to delete it before you proceed.

Before You Delete a Dataset

Deletion is a permanent action, so take a moment to confirm you're deleting the right dataset. Here are a few things to consider:

- Double-check the dataset name and creation date to ensure you're deleting the correct one
- Verify that you no longer need any data or insights from this dataset
- Keep in mind that Alchemer support cannot restore deleted datasets

Datasets in use with dependencies (saved charts (visualizations)) cannot be deleted. Users who attempt to delete a dataset with dependencies will get an error message when deletion is attempted.

How to Delete a Dataset

Follow these simple steps to delete a dataset from your Dashboard:

Step 1: Log In to Your Dashboard

Open Alchemer and log in to your account. Navigate to the waffle menu in the upper right corner of the screen and select Dashboard.

Step 2: Access the Dataset Management Table

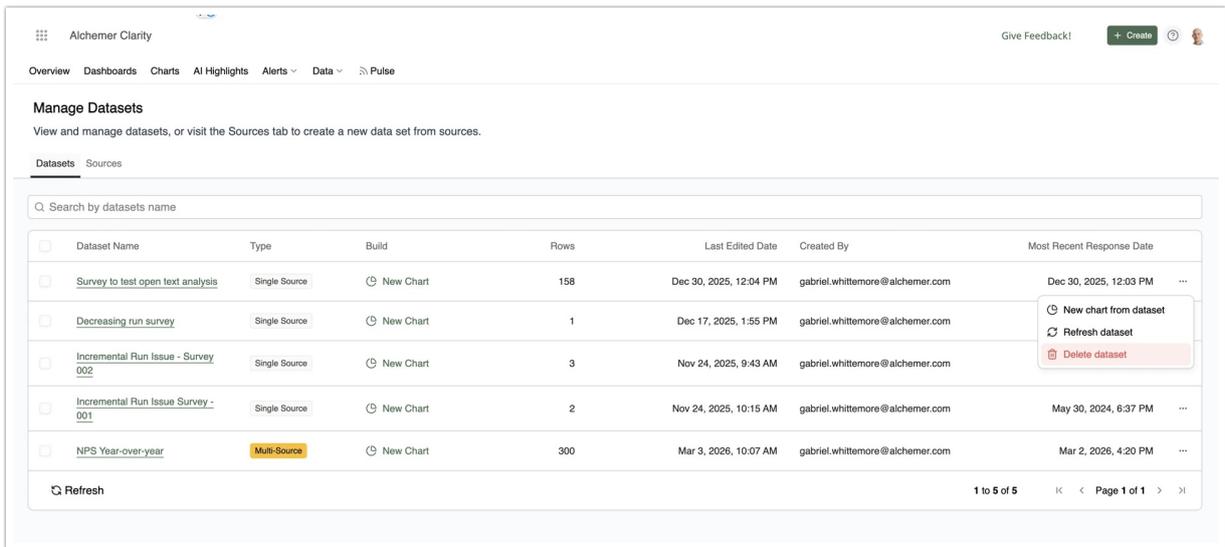
Locate the dataset management section in your Dashboard. You'll see a table or list displaying all your datasets.

Step 3: Find the Dataset You Want to Delete

Scan through the dataset list and find the one you'd like to remove. You can usually identify datasets by their name and creation date.

Step 4: Open the Dropdown Menu

Click on the dropdown menu (often represented by three dots or a menu icon) next to the dataset you want to delete.

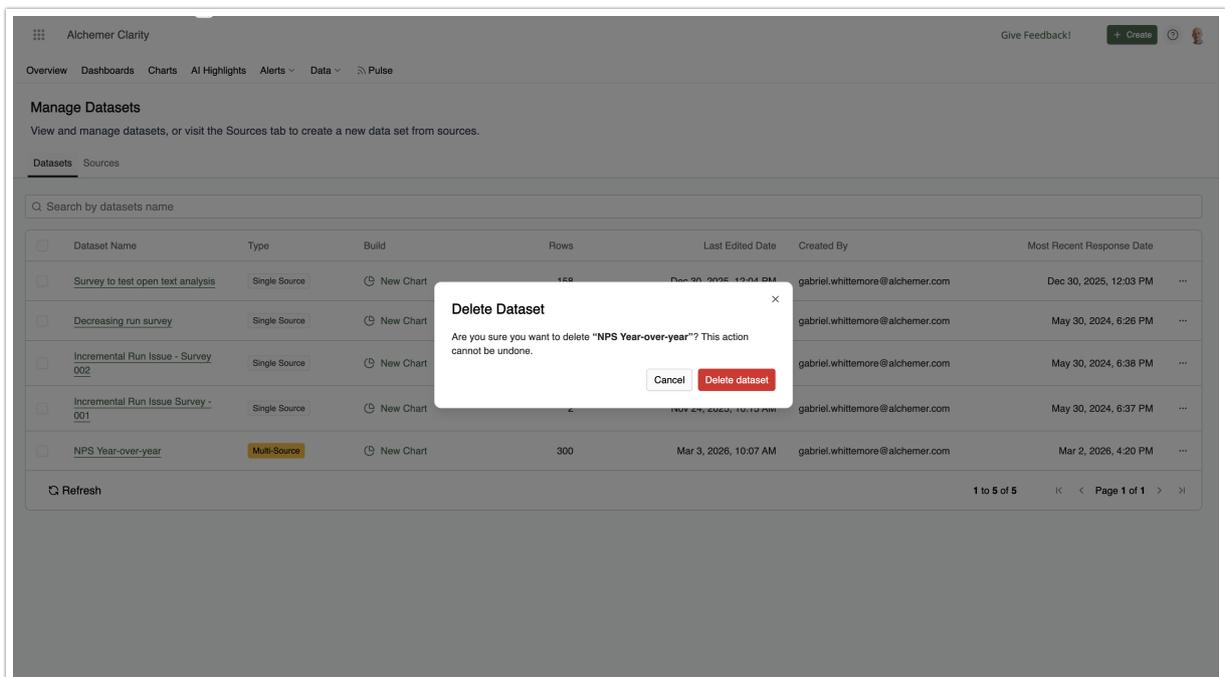


Step 5: Select Delete

From the dropdown options, click on **Delete Dataset**. A confirmation message may appear to double-check your choice.

Step 6: Confirm the Deletion

If prompted, confirm that you want to delete the dataset permanently. Once confirmed, the dataset will be removed from your account immediately.



What Happens After Deletion

After you delete a dataset, it's completely removed from your Alchemer account. You won't see it in your dataset management table anymore, and all associated data will be gone. If you change your mind, remember that support cannot restore it—you'd need to recreate the dataset from

scratch if needed.

Need Help?

If you're unsure whether to delete a particular dataset or encounter any issues with the deletion process, reach out to our support team. We're here to help!

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