# Deleting Extraneous Reports

Created reports are one of the largest data entries that occupy space within a QL2 database. Large numbers of unneeded reports can have performance consequences for your data access.

Often, a report will be created only to discover that some essential information was forgotten within the worksheet. Once the missing information is added, an additional report is created. If the previous report will never be used, it is a good idea to remove it before completing the worksheet.

The "Existing Reports" tab in the Worksheet interface displays the number of reports currently associated with the worksheet.
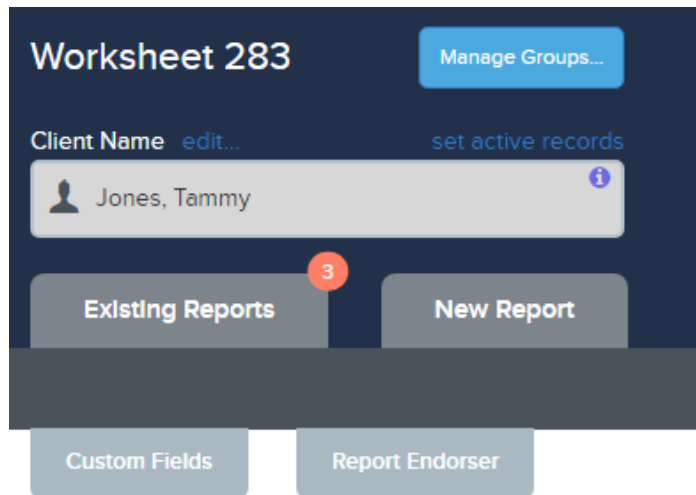
To delete extra reports, open the tab and click on the "Delete" icon for any reports that aren't needed. If all of the existing reports are unnecessary, click on the "delete all" link at the upper right of the list.
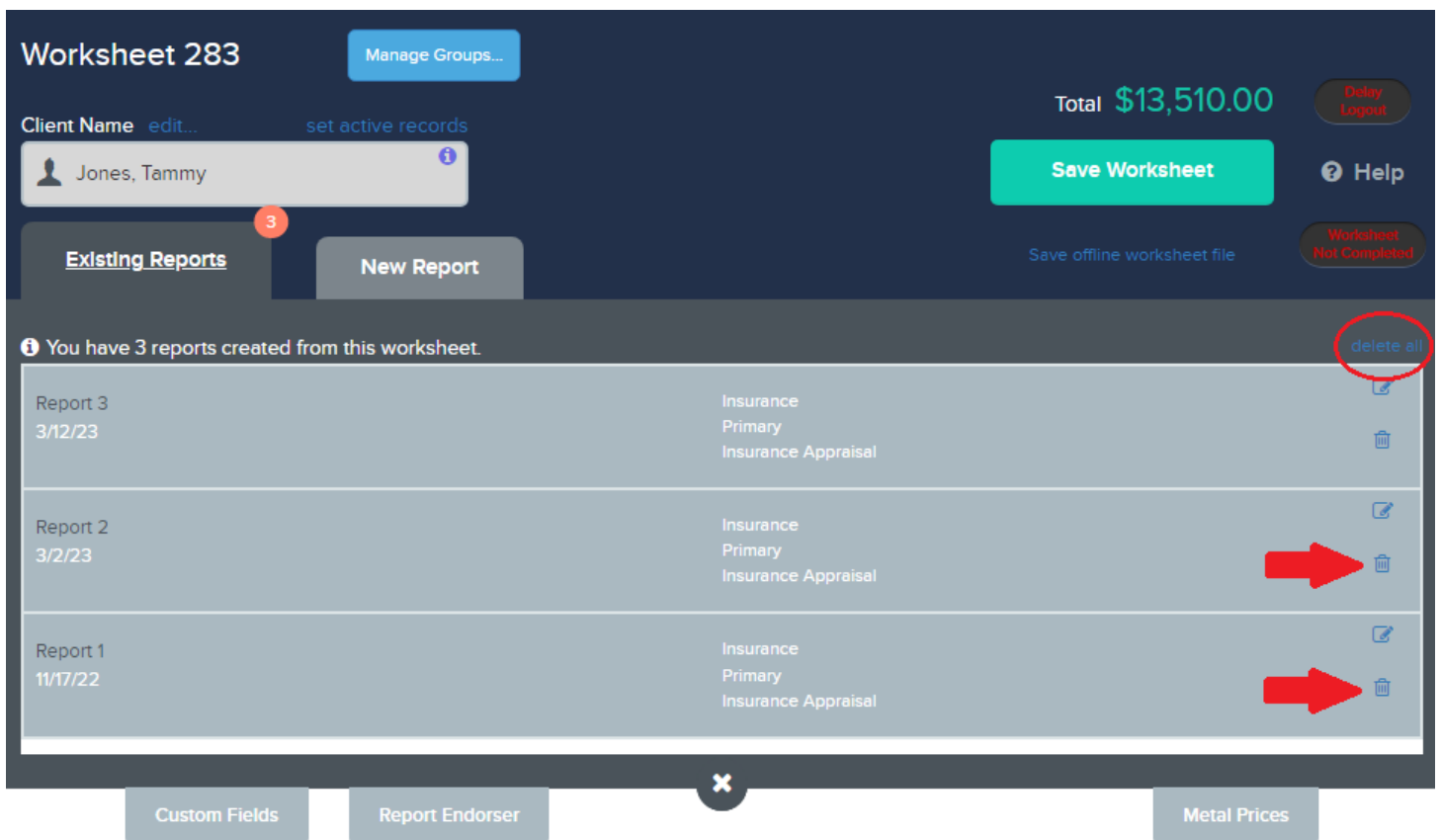
Extra reports can also be deleted from the "Reports" tab in the main "Worksheets & Reports" interface. Just click on the "Delete" link for any reports that you wish to discard.

Note that a worksheet can have multiple different types of associated reports so be sure any reports that are being deleted are not needed for the worksheet!