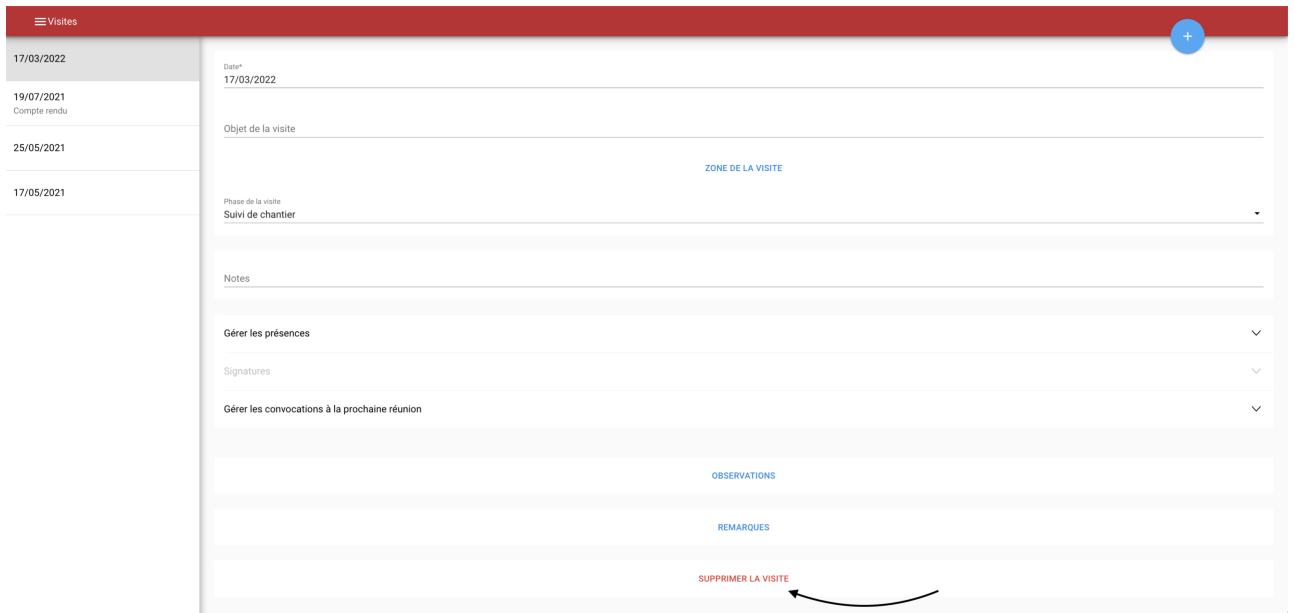


Delete a Meeting

Posted on June 30, 2026 by Smaheine

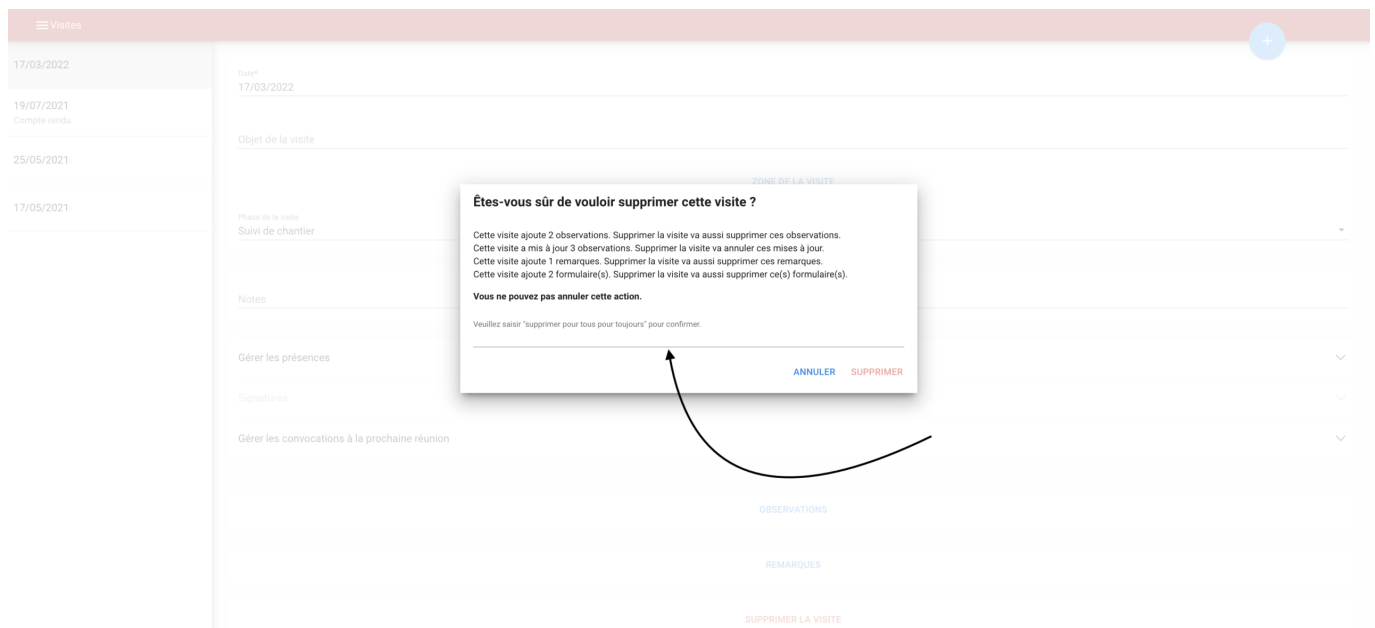
Archipad Cloud

1. Click the **DELETE MEETING** button



The screenshot shows the Archipad Cloud interface for editing a meeting. On the left is a sidebar with a list of visits: 17/03/2022 (selected), 19/07/2021 (Compte rendu), 25/05/2021, and 17/05/2021. The main area is a form for the selected date, 17/03/2022. The form includes fields for 'Date*', 'Objet de la visite', 'Phase de la visite' (with a dropdown menu showing 'Suivi de chantier'), 'Notes', 'Gérer les présences' (with a dropdown), 'Signatures' (with a dropdown), and 'Gérer les convocations à la prochaine réunion' (with a dropdown). Below these are sections for 'OBSERVATIONS', 'REMARQUES', and a red button labeled 'SUPPRIMER LA VISITE' at the bottom, which is pointed to by a red curved arrow.

2. Type “delete for everyone forever” in the **Are you sure you want to delete this meeting?** dialog
3. Click the **DELETE** button to confirm your request



The deleted meeting will disappear from the meetings list on the left.

Archipad App

1. You can delete a meeting in two ways:

Option

Actions

- | | |
|---|---|
| 1 | <ol style="list-style-type: none"> 1. Tap the Modify button from the meetings list 2. Swipe left on the meeting to delete 3. Tap the Delete button |
| 2 | <ol style="list-style-type: none"> 1. Swipe left on the meeting to delete 2. Tap the Delete button |

16:32 Jeudi 17 mars

Visites OK

17 mars 2022
de la visite non défini

16 mars 2022
Objet de la visite non défini

Supprimer

1 2

Visites

Date de la visite 17 mars 2022

Objet de la visite Objet de la visite

Zone de la visite Non définie

Phase de la visite Suivi de chantier >

Notes Ces notes seront visibles dans le rapport

Gérer les présences >

Gérer les signatures

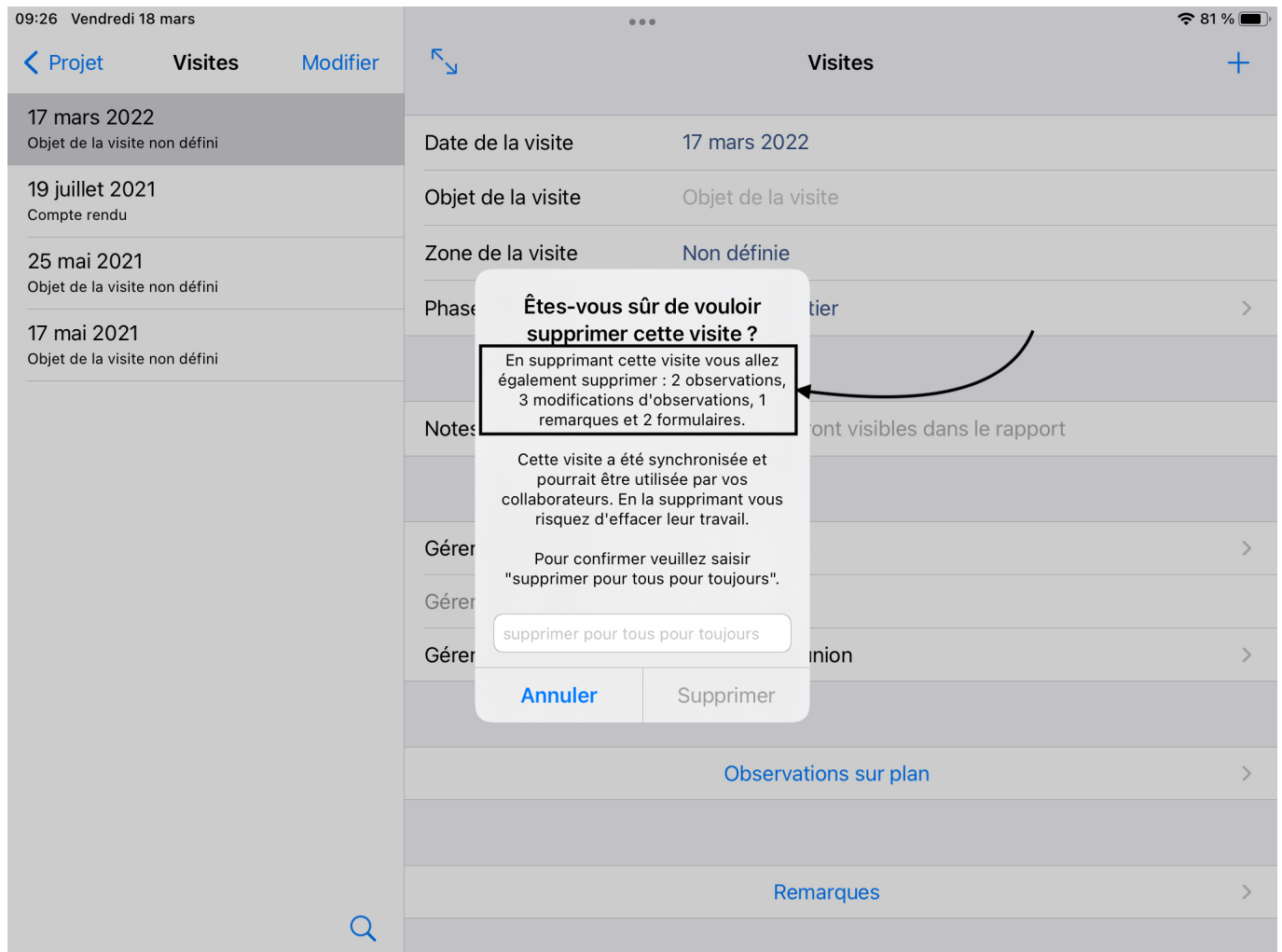
Gérer les convocations à la prochaine réunion >

Observations sur plan >

Remarques >

2. Type “delete for everyone forever” in the **Are you sure you want to delete this meeting?** dialog

3. Click the **DELETE** button to confirm your request



The deleted meeting will disappear from the meetings list on the left.