How to delete a document

Michael C. - 2023-01-12 - Documents

Deleting documents can help clean up your organization's list of documents, allowing you to remove outdated documents which are no longer needed, or any documents which may have been uploaded in error.

Deleting a Document

1. From the **Members Area**, click **Home**.
2. Click **Documents** on the left menu.
3. Click **Delete** on the same line as the document you would like to delete.
4. Click **OK** to confirm deleting the document.

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