


## Delete Documents

Documents may be deleted if created unnecessarily in the program. Only the document owner or an administrative user may delete a document.

### **Steps** *To delete a document:*

1. Visit **Caseload** or **All** to find the document(s) you wish to delete.
2. Check the document(s) you wish to delete (in the box to the left of the document name).
3. Locate the **Actions** menu button along the top. Select **Delete** from the menu.
4. A strikethrough will appear through the document name(s) in the list.
5. The next time you navigate to the list, the deleted document(s) will no longer appear.

 **Tip** When documents are deleted, they are also automatically marked as complete so that other documents of that form type may subsequently be authored for the student. Once a document has been deleted, it can be undeleted by the owner of the document or an administrative user.