samegoal

Delete and Undelete Documents

Documents in SameGoal can be deleted and undeleted as necessary by the document owner or an administrative user.

Delete documents

Documents may be deleted if they were created unnecessarily in the program.

Steps *To delete documents:*

1. Visit a document list page to search for the document(s) you wish to delete.
    - It may be helpful to use the **Documents** filter to search for documents you are the owner of.
2. Select the document(s) you wish to delete.
3. Click **Actions** > **Delete**.
4. A strike-through will appear through the document name(s) in the list.

Tip Deleted documents cannot be edited/shared, do not appear on list pages by default, and are not included in reports.

Tip Once a document has been deleted, it can be undeleted by the document owner or an administrative user at any time.

Undelete documents

Deleted documents may be restored by the document owner or an administrative user.

Steps *To undelete documents:*

1. Visit a document list page to search for the document(s) you wish to delete.
2. Use the **Documents** filter to search for deleted documents.
    - It may also be helpful to use the **Documents** filter to search for documents you are the owner of.
3. Select the document(s) you wish to undelete.
4. Click **Actions** > **Undelete**.

Tip If the deleted document is incomplete and you are unable to undelete the document, it is because the student already has another incomplete document of the same form type. Most form types don't allow multiple documents to be incomplete for a student at once to prevent accidental duplicates.