

# General Documents-Delete

Last Modified on 01/09/2023 2:51 pm EST

If the User has General Document Delete permissions, the User will be able to permanently remove a document from the list. Follow the steps below to delete an existing document located in the General Documents list.

1. To Delete an existing General Document, highlight the General Document to be deleted then click the Delete button located at the lower right of the General Document list.

A confirmation message will be displayed; click on the Yes button to proceed to delete the document.

- Caution - deleting a document is permanent; make certain you have selected the correct document.
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