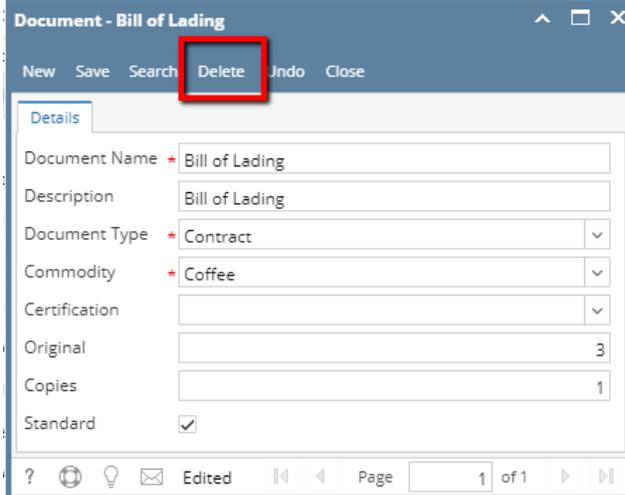


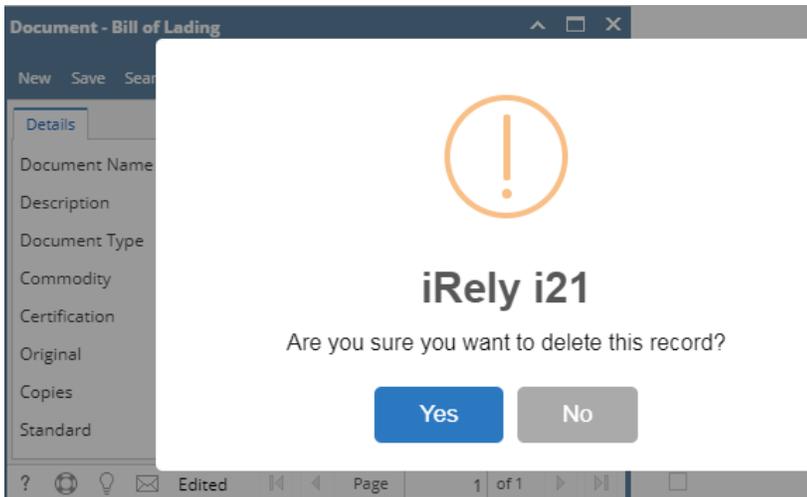
How To Delete Documents

Here are the steps on how to delete Documents

1. Open an existing Documents you want to delete.
2. Click on **Delete** button.



3. A warning message will prompt telling that you are about to delete the selected record. Click **Yes** to continue.



4. Selected record will be deleted.



Note

Documents cannot be deleted if it is used.