File Organization

How do I remove a file?

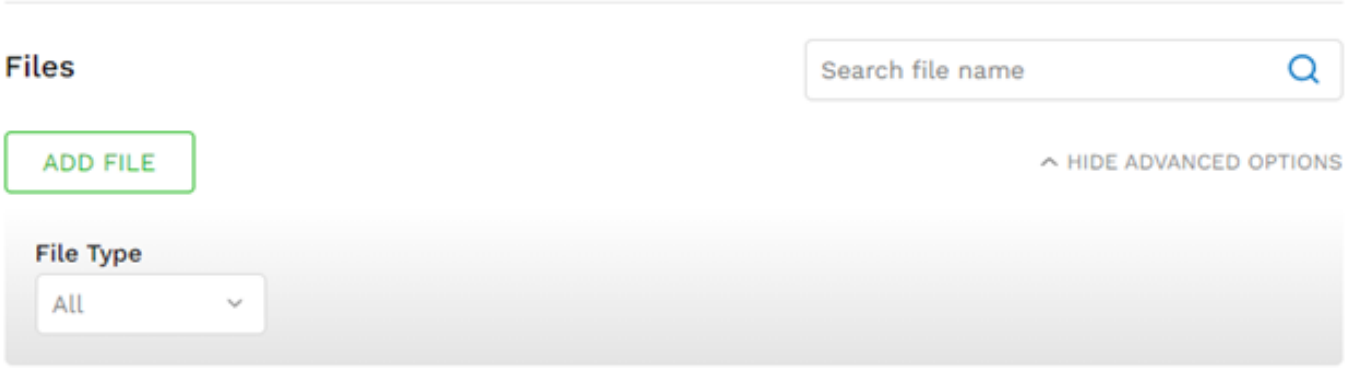
To remove a file, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Files under the Organization Management heading.
3. Find the file you'd like to download by:

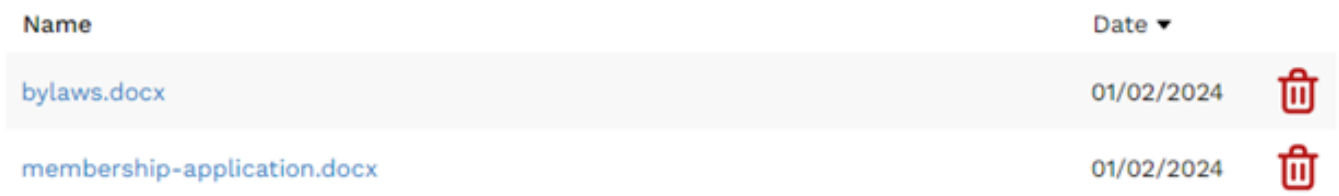
a. Scrolling down your organization's list of files

b. Searching using the search bar

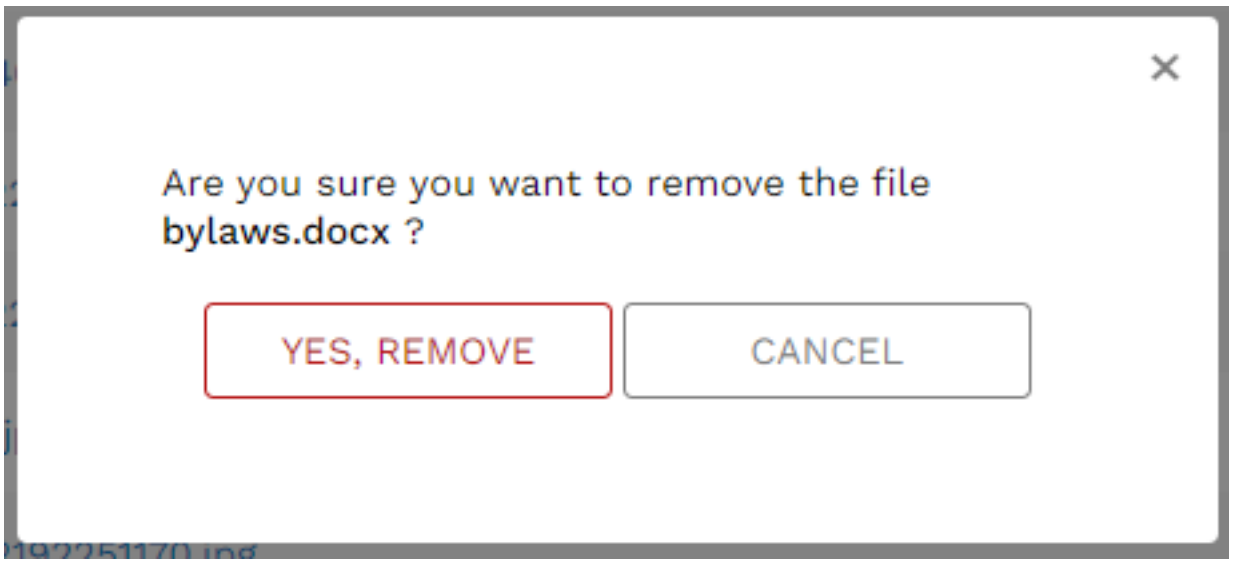
c. Filtering results by file type by expanding the Show Advanced Options arrow



4. Click on the red trash bin icon.



5. Click on the red Yes, Remove button. If you've mistakenly selected the wrong file or you no longer want to remove a file, click on the gray Cancel button.



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Didn't find what you’re looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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