

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

Files



ADD FILE

^ HIDE ADVANCED OPTIONS

File Type

All

4. Click on the red trash bin icon.

Name

Date

bylaws.docx

01/02/2024

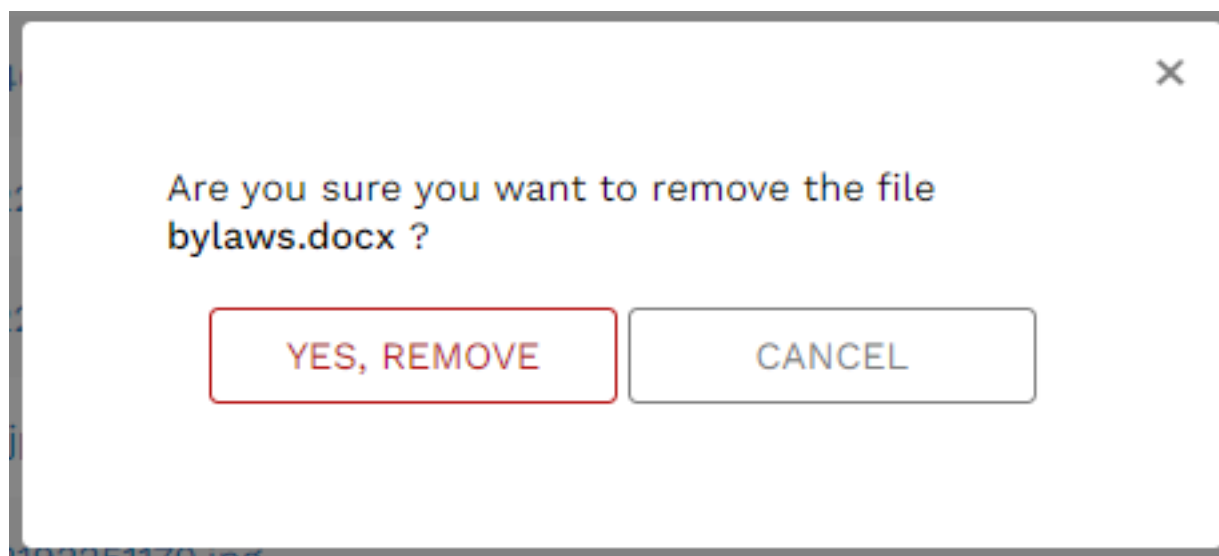


membership-application.docx

01/02/2024



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](tel:1-800-232-3989) for additional help.

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