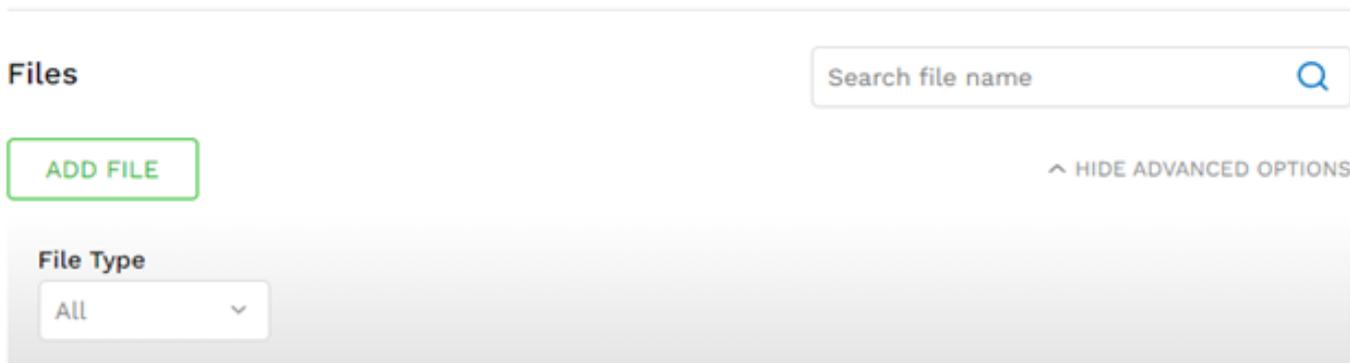


# File Organization

## How do I remove a file?

To remove a file, follow these steps:

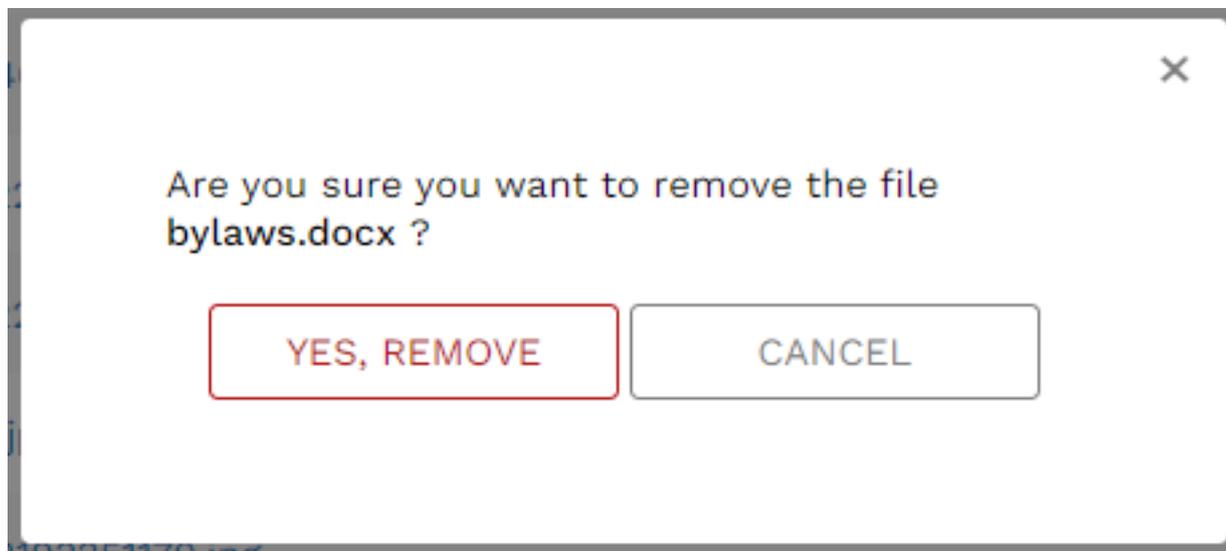
1. Go to the Admin Tools tab at the top.
2. Go to Files under the Organization Management heading.
3. Find the file you'd like to download by:
  - a. Scrolling down your organization's list of files
  - b. Searching using the search bar
  - c. Filtering results by file type by expanding the Show Advanced Options arrow



4. Click on the red trash bin icon.

Name	Date	
<a href="#">bylaws.docx</a>	01/02/2024	
<a href="#">membership-application.docx</a>	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.



# File Organization

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.

Unique solution ID: #1040

Author: n/a

Last update: 2024-05-29 19:57