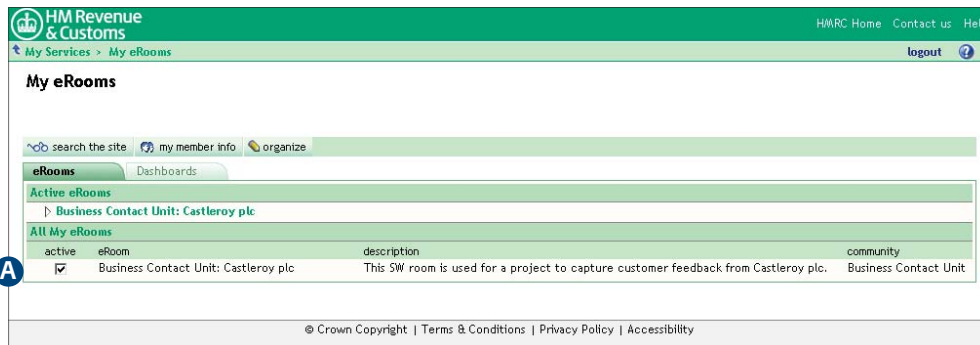


# Customer Member

## Deleting a file or item

- 1 Navigate to the **My eRooms** page and **select** the appropriate Room (A) from the list of available Rooms.



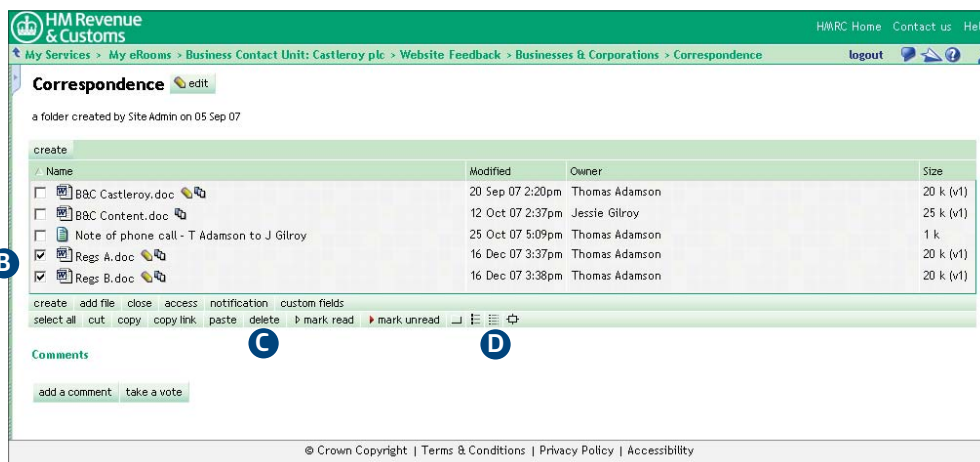
**A** available Rooms

- 2 Navigate to the location of the file/item.
- 3 Select the **checkbox** (B) alongside the item/file you want to delete.
- 4 Select **delete** (C).



### Note

You can only delete an item or file for which you have edit rights, indicated by a yellow pencil. To display the **list view**, select button (D).



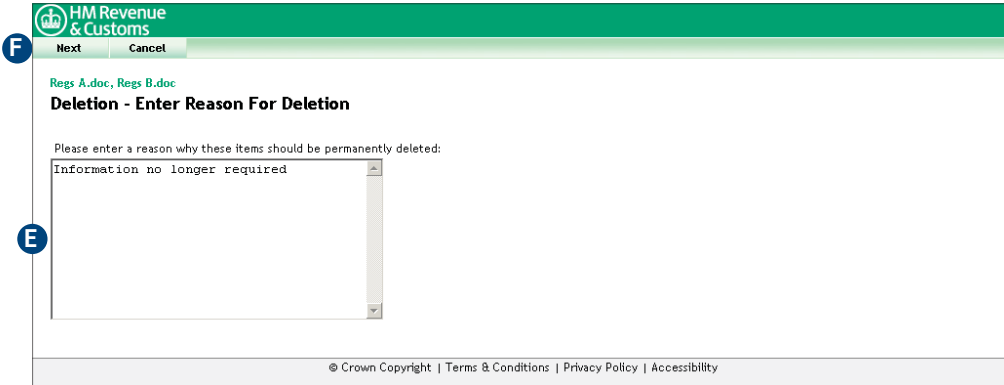
**B** check box

**C** delete button

**D** list view button

5 Enter the **reason for the deletion** (E).

6 Select **Next** (F).



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Next Cancel

Regs A.doc, Regs B.doc

**Deletion - Enter Reason For Deletion**

Please enter a reason why these items should be permanently deleted:

Information no longer required

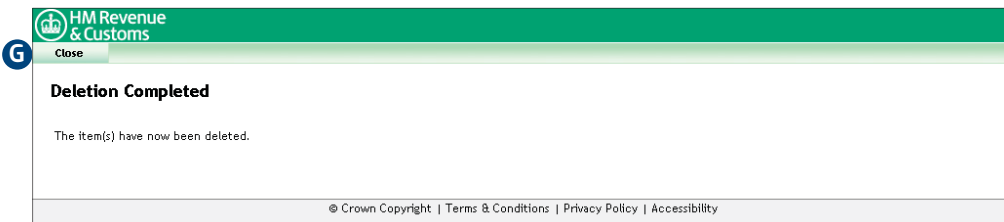
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E reason for deletion field

F Next button

7 The **Deletion Completed** screen confirms your actions.

8 To complete the action select **Close** (G).



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Close

**Deletion Completed**

The item(s) have now been deleted.

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G Close button