Delete Notes or Attachments

Deleted notes are permanently removed from the system. Deleting a note will also delete any attached file.

Delete Notes

Select a deletion method below.

Navigate to Notes usin	g either method.
. Select the drop-down a	rrow on the note's Edit Split Button
5. Select Delete .	
Edit 🗸	
😑 Delete 🔫	
Delete	
Attachment	
📑 View	
Answer Ves to confirm t	the deletion

- 1. Navigate to Notes using either method.
- 2. Select notes.

3. Select **Delete Selected** from the Options menu. If you cannot see the menu, show the Tool



4. Answer **Yes** to confirm the deletion.

Deleted attachments are permanently removed from the system.

Delete Note Attachment

A file attachment associated to a note can be removed without deleting the note.

- 1. Navigate to Notes using either method.
- 2. Select the drop-down arrow on the note's Edit Split Button
- 3. Select Delete Attachment.



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4. Answer **Yes** to confirm the deletion.