

Delete Notes or Attachments



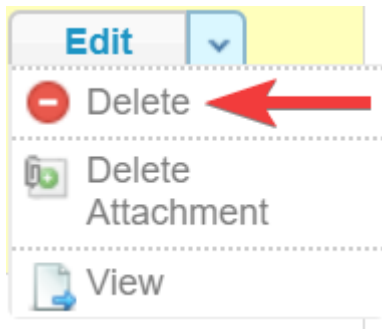
Deleted notes are permanently removed from the system. Deleting a note will also delete any attached file.

Delete Notes

Select a deletion method below.

Delete One at a Time

1. [Navigate to Notes](#) using either method.
2. Select the drop-down arrow on the note's **Edit Split Button**.
3. Select **Delete**.

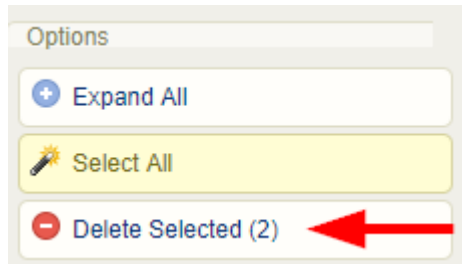


4. Answer **Yes** to confirm the deletion.

Delete Multiple Notes

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 Panel](#).



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

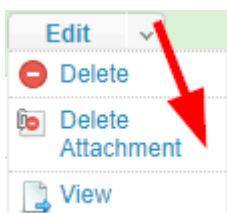


Deleted attachments are permanently removed from the system.

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**.



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