

Deleting a Document on the Company Documents Screen (Admins)

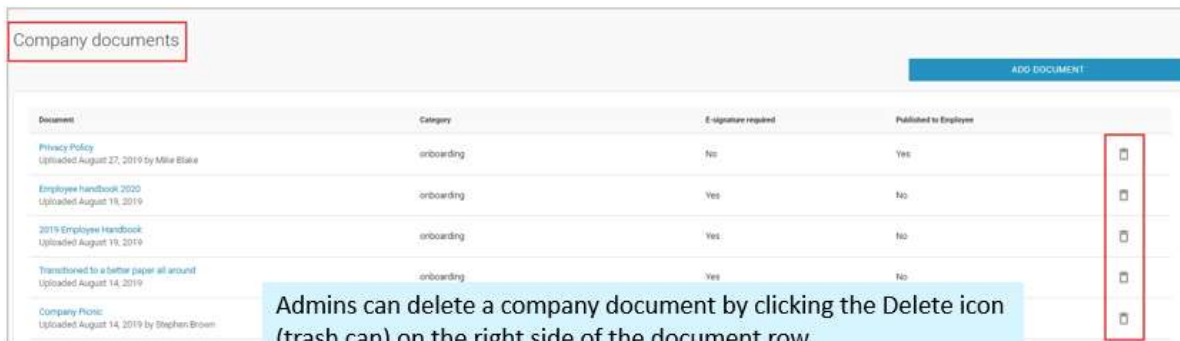
Admins have the ability to delete a document on the **Company Documents** screen.

To delete a company document:

1. Go to **HR Admin - Company - Company Documents**.
2. Find the document you want to delete.
3. On the row for the document you want to delete, click on the Delete icon (trash can)



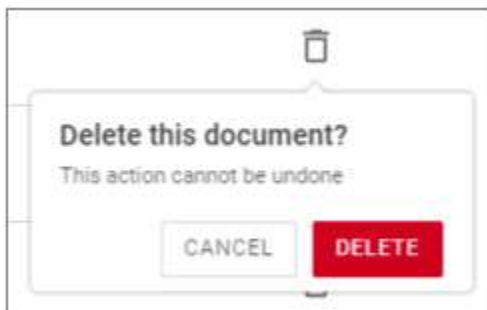
at the far right of the row.



The screenshot shows the 'Company documents' interface. At the top right is an 'ADD DOCUMENT' button. Below is a table with columns: Document, Category, E-signature required, and Published to Employees. The table lists several documents, each with a trash can icon on the far right. A blue callout box points to these icons with the text: 'Admins can delete a company document by clicking the Delete icon (trash can) on the right side of the document row.'

Document	Category	E-signature required	Published to Employees	
Privacy Policy Uploaded August 27, 2019 by Mike Blake	onboarding	No	Yes	
Employee handbook 2020 Uploaded August 19, 2019	onboarding	Yes	No	
2019 Employee Handbook Uploaded August 19, 2019	onboarding	Yes	No	
Transferred to a better paper all around Uploaded August 14, 2019	onboarding	Yes	No	
Company Photo: Uploaded August 14, 2019 by Stephen Brown				

4. The system displays a **Delete this Document** popup message.



5. Click the **Delete** button. Note that this action cannot be undone.