



DELETING A FILE

To delete a file that is no longer needed.



1. Navigate to the Fit Eval **Attachments** Tab.
2. Click the box next to the far left of the file. Click More Actions > Delete.

The screenshot shows the 'Attachments' tab in the software interface. At the top, there are tabs for 'Overview', 'Attachments', and 'Change Tracking 67'. Below the tabs is a dropdown menu labeled 'Attachments'. The main area contains a table with the following columns: 'Sort', 'Attachment No', 'Description', 'Attached By', and 'Date Attached'. There are two rows of data. The first row has a checkbox, the number '1', 'IMAGE', a thumbnail of three red plaid shirts, 'KALLIE DURANT', and '2021-05-04 10:43:04'. The second row has a checked checkbox, the number '2', 'ATTACHMENT', a thumbnail of a red plaid shirt, 'KALLIE DURANT', and '2021-05-04 10:43:08'. A red arrow points to the checked checkbox in the second row. Another red arrow points to the 'More Actions...' button in the top right corner, which has a dropdown menu open showing 'Delete' and 'Refresh' options. A 'Save' button is also visible in the top right.

Sort	Attachment No	Description	Attached By	Date Attached
<input type="checkbox"/>	1	IMAGE  L R E VER	KALLIE DURANT	2021-05-04 10:43:04
<input checked="" type="checkbox"/>	2	ATTACHMENT  L R E VER	KALLIE DURANT	2021-05-04 10:43:08

3. File will no longer be visible.

The screenshot shows the 'Attachments' tab after the deletion process. The tabs at the top are 'Overview', 'Attachments', and 'Change Tracking 68'. The table now only contains one row of data, which is the first row from the previous screenshot. The second row is now empty and highlighted with a red box. The empty row has a checkbox, an empty 'Attachment No' field, a placeholder image icon, and empty fields for 'Attached By' and 'Date Attached'.

Sort	Attachment No	Description	Attached By	Date Attached
<input type="checkbox"/>	1	IMAGE  L R E VER	KALLIE DURANT	2021-05-04 10:43:04
<input type="checkbox"/>		 C		

