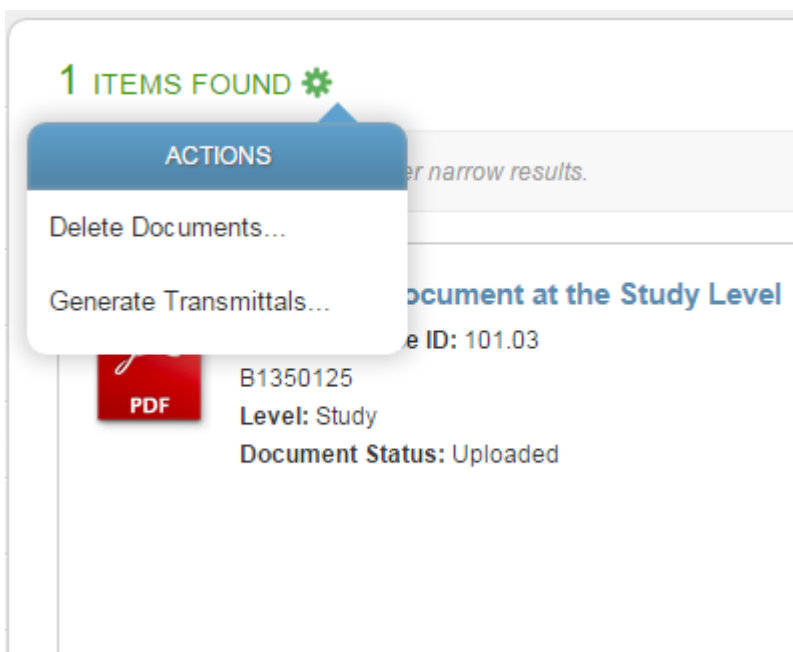


# Delete Work Area Documents

Keep your [Work Area](#) up to date by deleting documents and transmittals if you realize they should not be released into the eTMF.

You can delete an individual document by choosing **Delete** from the Actions menu for the document or multiple documents by selecting **Delete Documents** from the Actions menu associated with the Work Area (shown below).



Selecting **Delete Documents** will generate a list of documents in your Inbox to delete. By default, all documents in the list are selected for deletion. Deselect the check box for any you do not wish to delete and click **Delete Selected Documents**.