

Delete Documents from eUpload

You may want to delete a document from eUpload if the wrong content was uploaded, if the upload failed, or if the document was multi-indexed and must be processed from the eTMF (a warning is displayed in the right panel for the latter case).

To delete a document, click on the trash can icon in the left panel.

Note: If the document was multi-indexed, you must process the document in eTMF before deleting the document in eUpload. If you delete the document from eUpload before you have processed the document in eTMF, the document will be deleted from eTMF as well.

If multiple documents are available on the left panel of the Review Files page, a **Delete All** button is displayed at the bottom of the page. You can use this button to delete all listed documents from both eUpload and from your eTMF Work Area (for example, if you uploaded the wrong files).

1. Click **Delete All Files**.
2. On the confirmation dialog, select **Ok**.