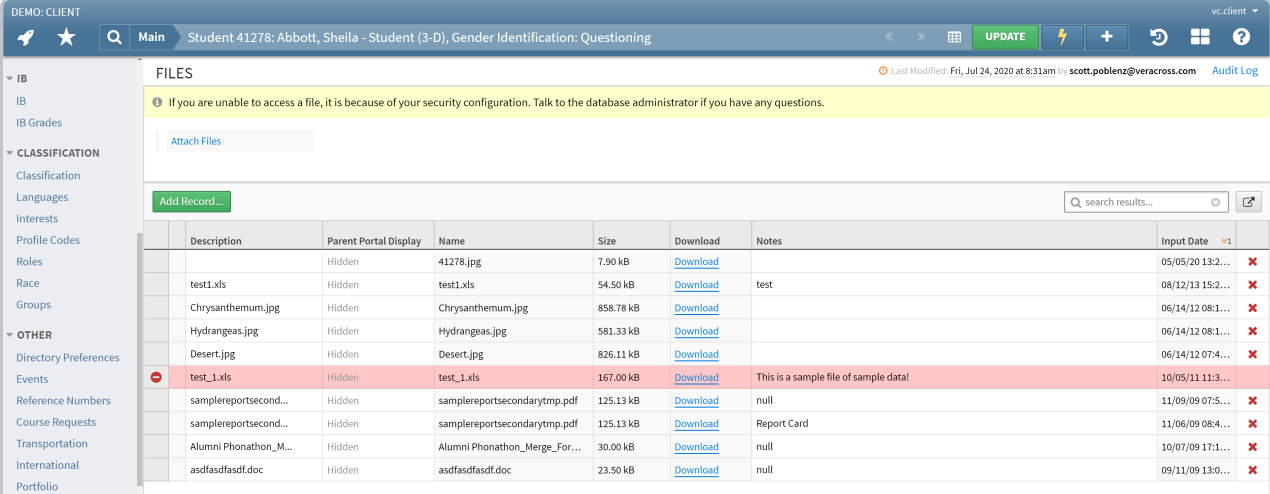


How do I delete files?

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your Implementation or Account Manager for additional information.

Occasionally, a file is uploaded incorrectly and should be deleted in keeping with good data grooming habits. To delete a file, take the following steps:



The Files tab on Sheila Abbot's person record. In this instance, the "test_1.xls" file is about to be deleted.

Description	Parent Portal Display	Name	Size	Download	Notes	Input Date	
	Hidden	41278.jpg	7.90 kB	Download		05/05/20 13:2...	✖
test1.xls	Hidden	test1.xls	54.50 kB	Download	test	08/12/13 15:2...	✖
Chrysanthemum.jpg	Hidden	Chrysanthemum.jpg	858.78 kB	Download		06/14/12 08:1...	✖
Hydrangeas.jpg	Hidden	Hydrangeas.jpg	581.33 kB	Download		06/14/12 08:1...	✖
Desert.jpg	Hidden	Desert.jpg	826.11 kB	Download		06/14/12 07:4...	✖
test_1.xls	Hidden	test_1.xls	167.00 kB	Download	This is a sample file of sample data!	10/05/11 11:3...	✖
samplerreportsecond...	Hidden	samplerreportsecondarytmp.pdf	125.13 kB	Download	null	11/09/09 07:5...	✖
samplerreportsecond...	Hidden	samplerreportsecondarytmp.pdf	125.13 kB	Download	Report Card	11/06/09 08:4...	✖
Alumni Phonathon_M...	Hidden	Alumni Phonathon_Merge_For...	30.00 kB	Download	null	10/07/09 17:1...	✖
asdfasdfsdf.doc	Hidden	asdfasdfsdf.doc	23.50 kB	Download	null	09/11/09 13:0...	✖

1. After accessing the record that the file is currently stored on, click on the **Other/Files** tab.
2. Locate the file you wish to delete in the embedded query, scroll all the way to the right, and click the red X.
3. Double-check that this is actually the file that you want to delete.
4. Click Update to delete the file.

You may also find the following articles useful:

- [Adding Files to Records](#)
- [Batch Adding Files](#)