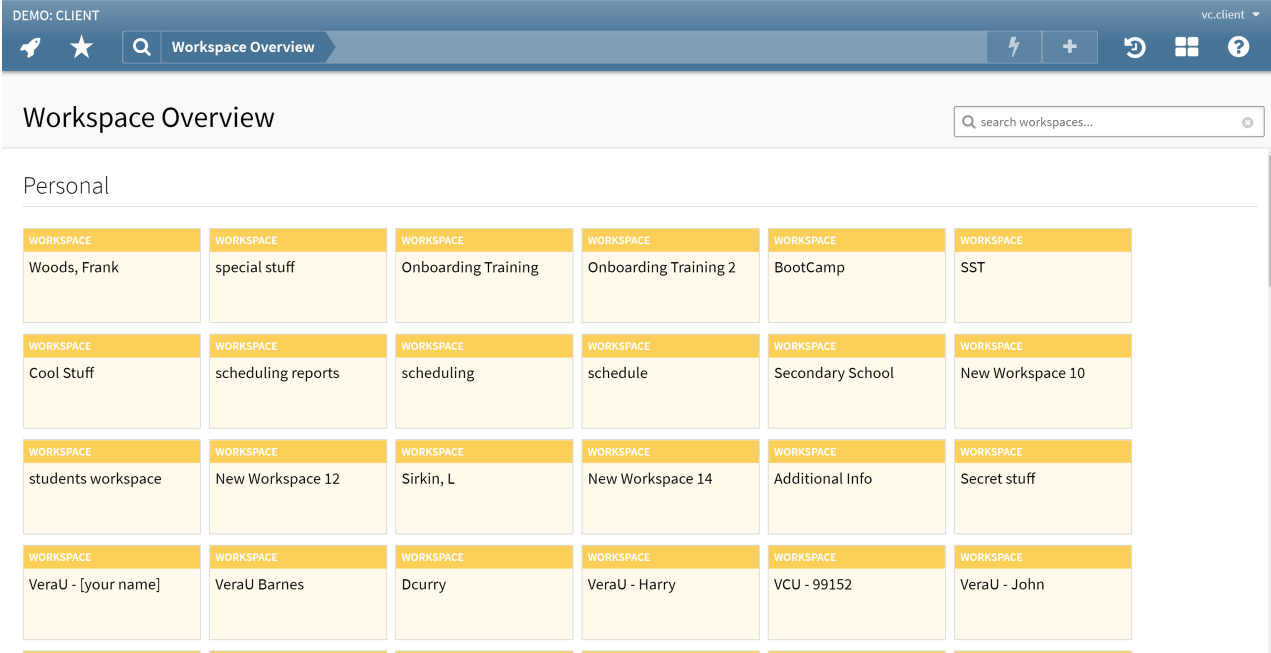


How do I delete workspace folders?

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.

Sometimes, you may need to delete a workspace folder that was made in error or perhaps belonged to someone no longer associated with your school. To delete a workspace folder in Axiom, perform the following steps:



The screenshot shows the 'Workspace Overview' page in the Axiom system. The page has a header with 'DEMO: CLIENT' on the left and 'vc.client' on the right. Below the header is a search bar with the text 'Workspace Overview' and a search icon. The main content area is titled 'Workspace Overview' and contains a search bar with the text 'search workspaces...'. Below the search bar is a section titled 'Personal' which contains a grid of workspace folders. Each folder is represented by a yellow box with the word 'WORKSPACE' at the top and a name below. The folders are arranged in a 4x6 grid.

WORKSPACE	WORKSPACE	WORKSPACE	WORKSPACE	WORKSPACE	WORKSPACE
Woods, Frank	special stuff	Onboarding Training	Onboarding Training 2	BootCamp	SST
Cool Stuff	scheduling reports	scheduling	schedule	Secondary School	New Workspace 10
students workspace	New Workspace 12	Sirkin, L	New Workspace 14	Additional Info	Secret stuff
VeraU - [your name]	VeraU Barnes	Dcurry	VeraU - Harry	VCU - 99152	VeraU - John
WORKSPACE	WORKSPACE	WORKSPACE	WORKSPACE	WORKSPACE	WORKSPACE

1. Ensure that the folder is empty.

- To do this, navigate to the workspace folder you want to delete and proceed to either delete the saved queries and records that are located there or move them to a new workspace.
- Both options can be selected once you press the "Edit" button on either the query section or record section.

2. Once the workspace folder is empty, navigate back to the workspace that this folder is contained in, select "edit" on the folder, and delete the folder.

- To delete a full personal workspace, after making sure it is empty, open a ticket through the

client support portal as Veracross needs to delete Personal workspaces.

You may also find the following articles helpful:

- [Organization and Management for Workspaces](#)
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