

Delete Document

Click the **Current Documents** link in the top right of the portal.

Document Access - click an item to open

Current Documents

Document Archive

A new tab will open with all of your uploaded documents. You can navigate through your materials using the headers in the top left:



Folder Type: Folders Only

- GEORGE WASHINGTON (1234501)
 - > Application Documents
 - > Annual Evals, SRIS, & Observations
 - > Supplemental Materials

Delete Document, cont.

Below the headers, you will have a document list with missing document highlighted in red.

Document List

DOCUMENT NAME

Contains...

- 01: PROMOTION ONLY TeP Application for GEORGE WA
- 01: TENURE ONLY TeP Application for GEORGE WASHIN
- Missing President's Notice of Eligibility
- Missing Candidate's Response to Notice of Eligibility
- [1] 03: TeP Curriculum Vitae for GEORGE WASHINGTON PM
- 04: TeP Statement of Expectations for GEORGE WASHIP 12:06:21 PM
- 04: TeP Statement of Expectations for GEORGE WASHIP 8:10:21 AM
- 04: TeP Statement of Expectations for GEORGE WASHIP 8:27:24 AM

You can click any of the documents in the list to open it on the right side of your screen.

If you are searching for a specific document type, you can use the search bar:

Document List

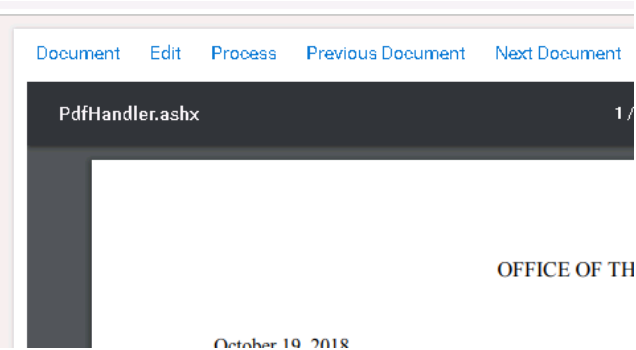
DOCUMENT NAME

narrative

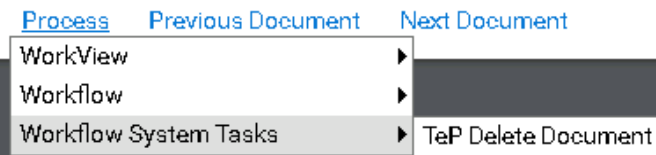
- 06: TeP Narrative Summaries of Accomplishments: EFFECT WASHINGTON, 1234501 stored 1/23/2019 12:06:22 PM
- 06: TeP Narrative Summaries of Accomplishments: EFFECT WASHINGTON, 1234501 stored 1/23/2019 8:10:21 AM

Delete Document

You have an option to delete any document in your current file. Click the document from the document list on the left that you want to delete. It will open on the right half of your screen with a header at the top.



From the top header, click **Process**. Hover your mouse over **Workflow System Tasks** and choose **TeP Delete Document**.



The system will ask you to confirm that you wish to delete the document

You are about to delete this document. Are you sure you want to continue?

If you select [**Yes**], the document will be deleted from your file. You will receive a confirmation message that your file was deleted.

Delete Document, cont.

You may refresh your document list using the option:



NOTE: You may delete documents until your deadline. The day after your deadline, you will not be able to delete, but you can view documents or download them from your file.