

# Deleting PDF files

To delete a PDF file, you must  
Go to the **"Documents"** menu item and click **"List of unclassified"**.

On the file you want to delete, click the **"Delete"** button  
Then confirm the action by clicking the **"OK"** button

Are you sure you want to delete the document?

AnulujOK

List of unclassified documents

Wybierz plikiNie wybrano

Upload

ID	md5		
170	raw/upload/3a366ccca6c2959de35a86d4308ea520.pdf	3a366ccca6c2959de35a86d4308ea520	<div>ClassifyDelete</div>
169	raw/upload/2ca6a36368b78dc9bf5c37cbf6cd5398.pdf	2ca6a36368b78dc9bf5c37cbf6cd5398	<div>ClassifyDelete</div>
168	raw/upload/de9449a797fa7b5b9195695da814fee4.pdf	de9449a797fa7b5b9195695da814fee4	<div>ClassifyDelete</div>
167	raw/upload/bee7eed5daa61af5eeb478118bb3d002.pdf	bee7eed5daa61af5eeb478118bb3d002	<div>ClassifyDelete</div>
166	raw/upload/40149bd92479306abb8d8eb2961292da.pdf	40149bd92479306abb8d8eb2961292da	<div>ClassifyDelete</div>
165	raw/upload/9bf2d2f0004d76b35a92fcd36aeddd66.pdf	9bf2d2f0004d76b35a92fcd36aeddd66	<div>ClassifyDelete</div>

It is also possible to delete a file from the preview mode.

Go to the viewing mode by clicking the **"Classify"** button. You can use the **"Next"** and **"Previous"** buttons to move from file to file.  
On the file you want to delete, click the **"Delete"** button.

Unclassified document

Save

List of unclassified documents

<< Previous

Next >>

Delete

Counterparty

Invoice

Agreement

Agreement annex

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75%

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Then confirm the action by clicking the "OK" button

Revision #2  
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