# Delete Files (HR)

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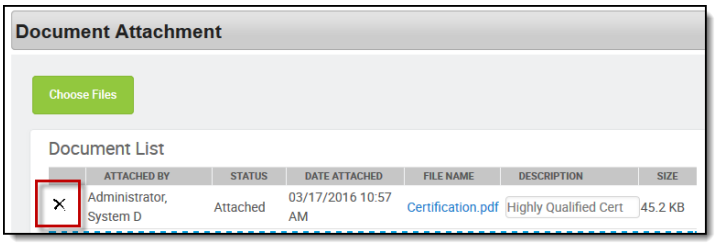
View Deleted Attachments

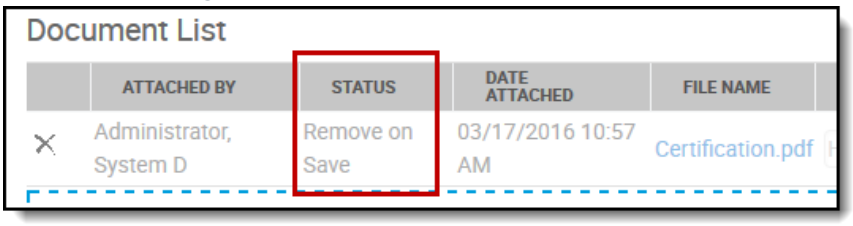
Files can be attached from multiple Campus tools depending on where the administrator has enabled the file attachment feature.

To delete a file, complete the following steps.

1. Click the **Attach Files** button or the file upload button .
   **Result**
   The Document Attachments window appears.
2. Click the **Delete** button next to the attachment you want to remove.




   **Result**
   The Status changes to **Remove on Save**.




3. Click **Save**.
   **Result**
   The attachment is permanently removed.

# View Deleted Attachments

You can view a list of deleted files by marking the **Show deleted Attachments** checkbox on the Document Attachments window.

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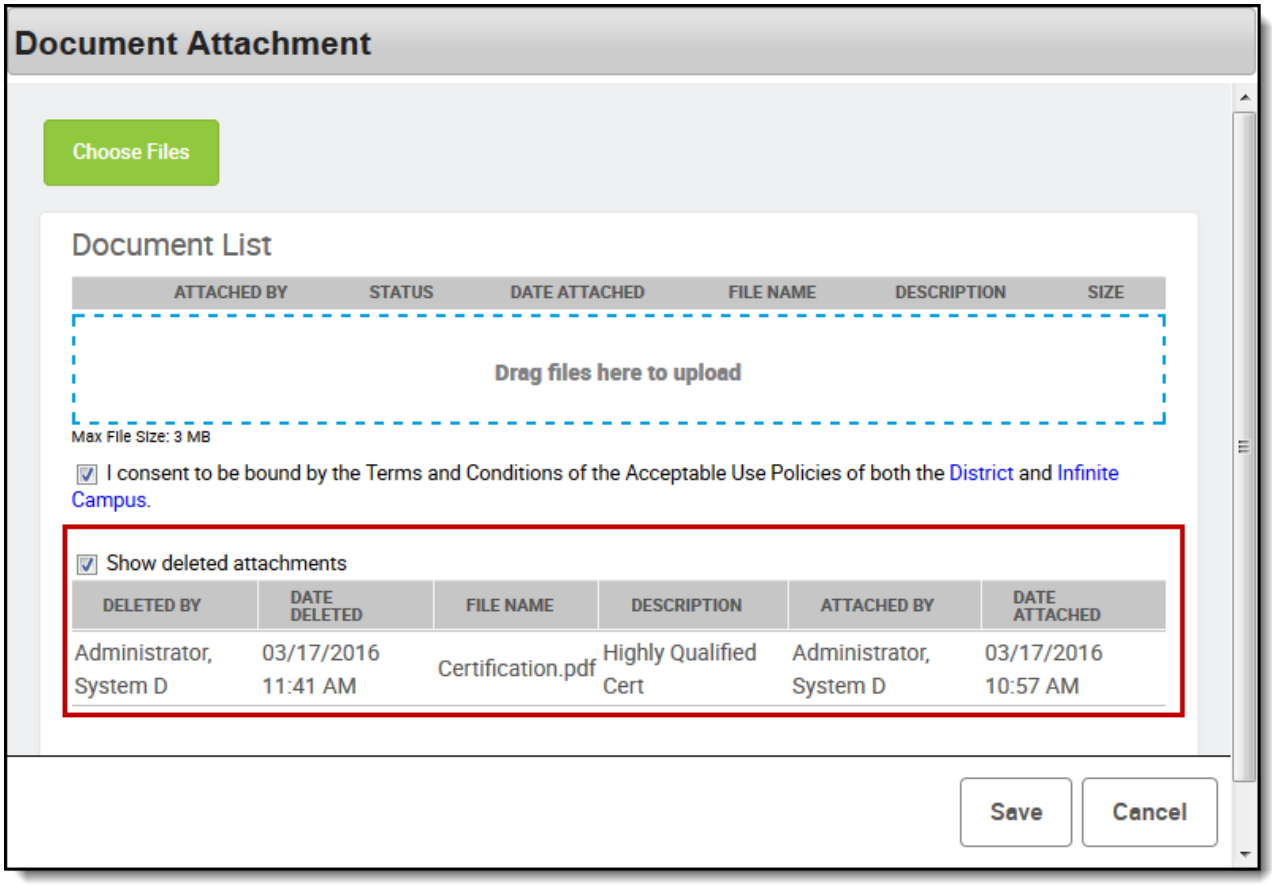


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