

# Delete Files (HR)

Last Modified on 03/11/2024 8:44 am CDT

## View Deleted Attachments

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

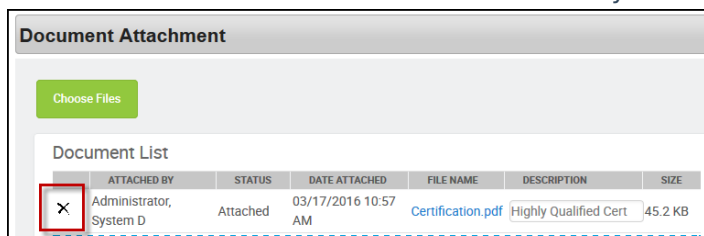
To delete a file, complete the following steps.

1. Click the **Attach Files** button or the file upload button  .

### Result

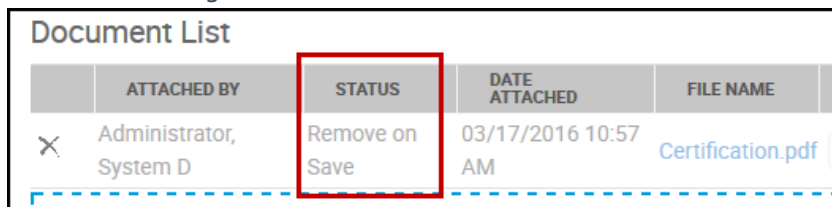
The Document Attachments window appears.

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.

## Document Attachment

Choose Files

### Document List

ATTACHED BY	STATUS	DATE ATTACHED	FILE NAME	DESCRIPTION	SIZE
Drag files here to upload					

Max File Size: 3 MB

I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the [District](#) and [Infinite Campus](#).

Show deleted attachments

DELETED BY	DATE DELETED	FILE NAME	DESCRIPTION	ATTACHED BY	DATE ATTACHED
Administrator, System D	03/17/2016 11:41 AM	Certification.pdf	Highly Qualified Cert	Administrator, System D	03/17/2016 10:57 AM

Save

Cancel