

Delete a File or Folder

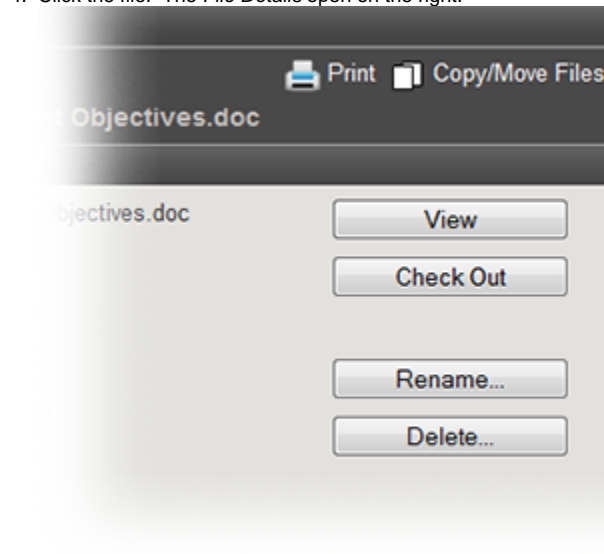
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You can delete unnecessary files and folders. However, if you attempt to delete a file that is associated with an ICS position or IRG, the deletion confirmation window will indicate that there is content associated with the file. You can point to the blue text to view the name of the ICS position or IRG. Clicking **Yes** deletes the file.

To delete a file

1. From the *Home* page, point to **Planning** and click **Library**. The *Library* page opens.
2. For **Library for**, select the appropriate domain or facility.
3. On the left, navigate to the file you want to delete.
4. Click the file. The *File Details* open on the right.



5. In the **General** drawer, click **Delete**. The *Delete File* window opens asking you to confirm the deletion.
6. Click **Yes**.

To delete a folder

1. From the *Home* page, point to **Planning** and click **Library**. The *Library* page opens.
2. For **Library for**, select the appropriate domain or facility.
3. On the left, navigate to the folder you want to delete.

Helpful Links

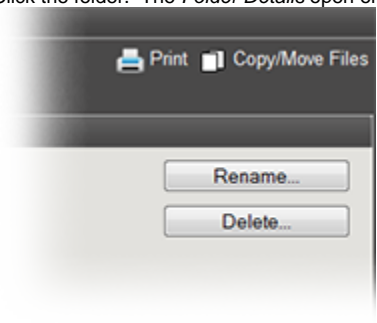
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4. Click the folder. The *Folder Details* open on the right.



5. In the **General** drawer, click **Delete**. The *Delete Folder* window opens asking you to confirm the deletion.
6. Click **Yes**.