

**Banner Document Management  
(BDM)**

**How to Delete Batches & Documents**

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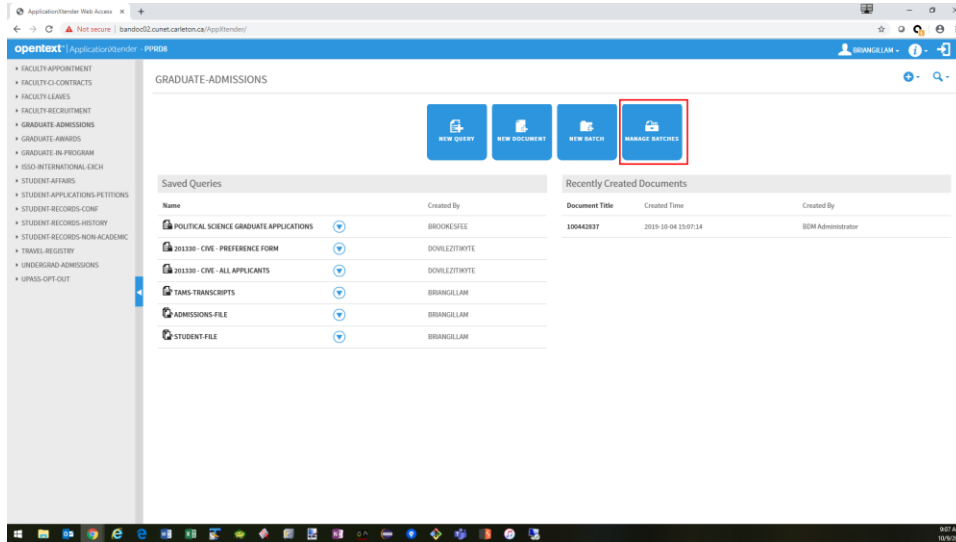
## Overview

The Manage Batches view and Query Results view provide the user the mechanisms to delete batches or documents. The action of deleting in Web Access is based on a user's privileges. Users must have the proper privileges granted to them and without those privileges will be prevented from deleting in BDM.

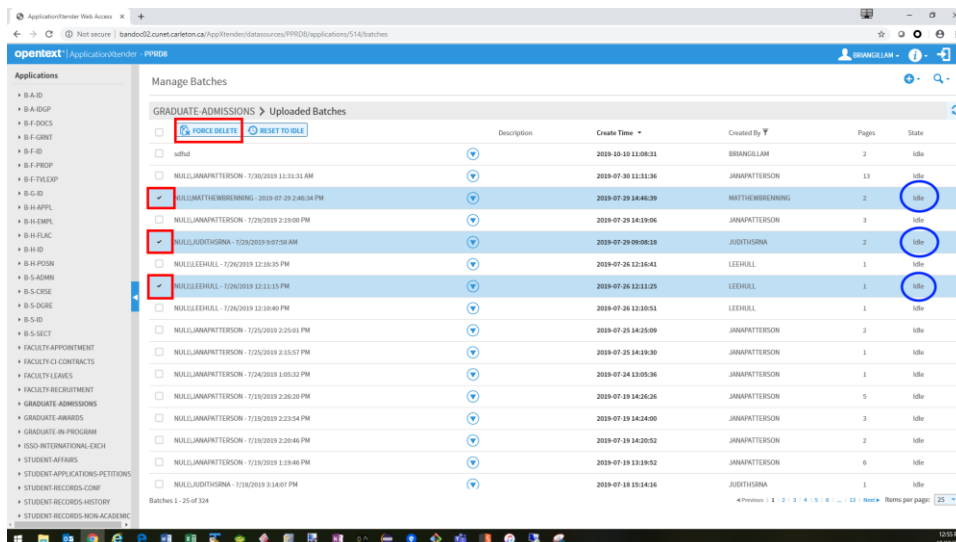
Users should still take great care in carrying out any deletions. Deletions are a very, final act. When deleting, metadata and documents are permanently destroyed and cannot be recovered. Deleting is synonymous with shredding.

## Deleting Batches

Step 1 – Navigate to the Application List View and select the BDM Application in the left hand pane that contains the batch(s) you wish to delete. In the right hand pane select the Manage Batches button on the Application View



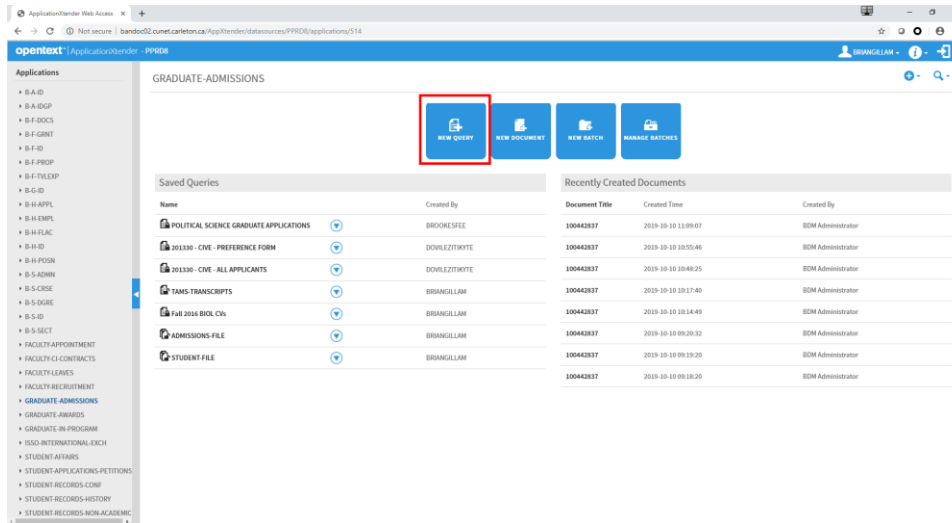
Step 2 – On the Manage Batches view select the batches you want to delete by checking the check box for each batch row. In the floating menu select FORCE DELETE. Ensure the status of all the batches being deleted is IDLE.



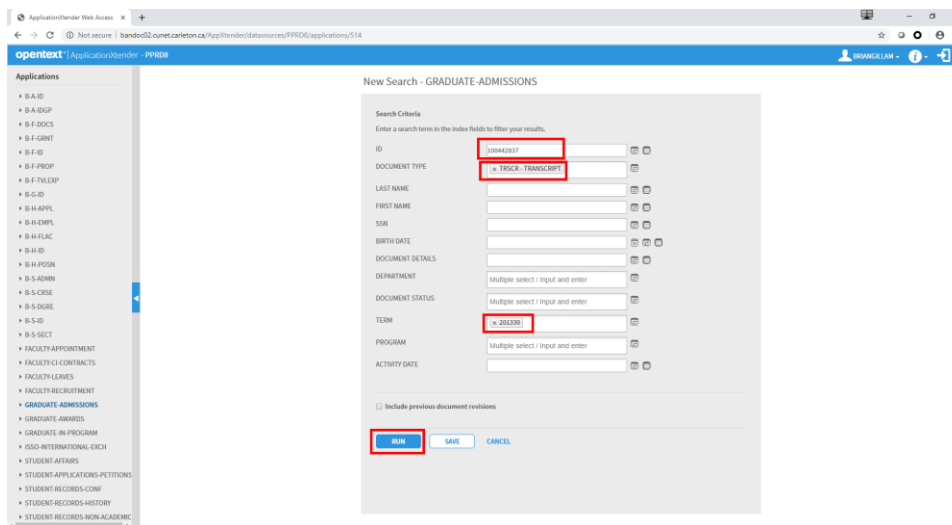
Step 3 – On the confirmation pop-up that appears click DELETE

## Deleting Documents

Step 1 – Navigate to the Application List View and select the BDM Application in the left hand pane that contains the document(s) you wish to delete. In the right hand pane select the New Query button on the Application View



Step 2 – enter the criteria for the query that will help locate the documents you want to delete. RUN the query



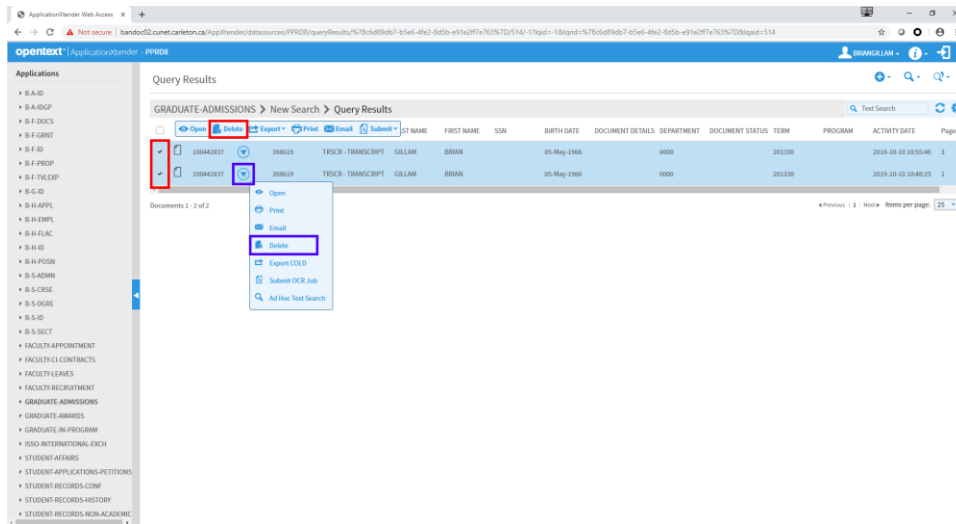
Step 3 – on the Query Results view the user has multiple options:

### Delete a Single Document

- Click the drop down menu icon for the document you wish to delete
- Select Delete in the context menu

## Delete Multiple Documents

- Check the checkbox for each document in the collection you wish to delete
- In the floating menu choose Delete



Step 4 – on the delete confirmation pop-up that appears click DELETE. Click OK to the subsequent pop-up windows to complete the deletion and return to the Application View