

# Delete linked documents

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To delete a document, be it linked or not, a few steps are necessary.

- Open the relevant employee.
- Select the [Documents tab](#)<sup>1</sup>.
- Open the subordinate folder structure by clicking on the **arrow** next to "Accounting relevant documents".
- Now **select** the appropriate **folder** by clicking on it.
- All files stored in this folder are displayed in the table on the right.
- **Right click** in the line of the **document** to be deleted opens a **context menu** with the options "**Delete**" and "**Rename**".
- After clicking on "**Delete**", a **dialog box** will appear asking again whether this file should actually be deleted.
- When you click on "**Yes**" to confirm, the file is *deleted forever*.

1. </daisy/webdesk-manual-admin/7779-dsy.html?language=4>