Deleting Linked Documents

To delete a document, whether linked or not, a few simple steps are necessary.

- Open the employee in question.
- Select the Documents tab[1].
- Open the subordinate folder structure by clicking the arrow next to "Payroll-relevant documents".
- Now select the appropriate folder by clicking it.
- The table on the right displays all files stored in this folder.
- Right-clicking the row of the document to be deleted opens a context menu with the options "Delete" and "Rename".
- After clicking "Delete," a dialog window appears asking again whether this file should really be deleted.
- Confirming by clicking "Yes" **irrevocably deletes** the file.

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