

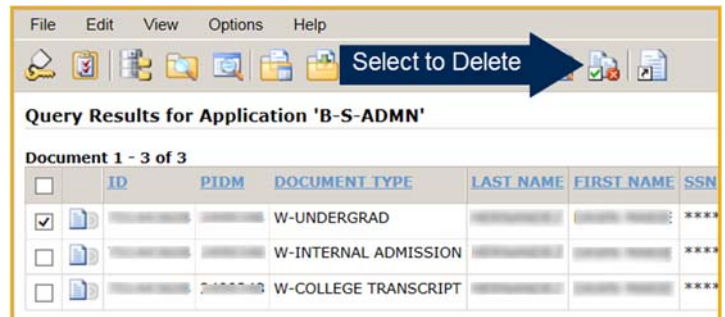
## BDM Delete Pages

There are a few instances when it may be necessary to delete pages out of an indexed document.

**NOTICE: Make sure the document is no longer need, this action will permanently deleted from the system.**

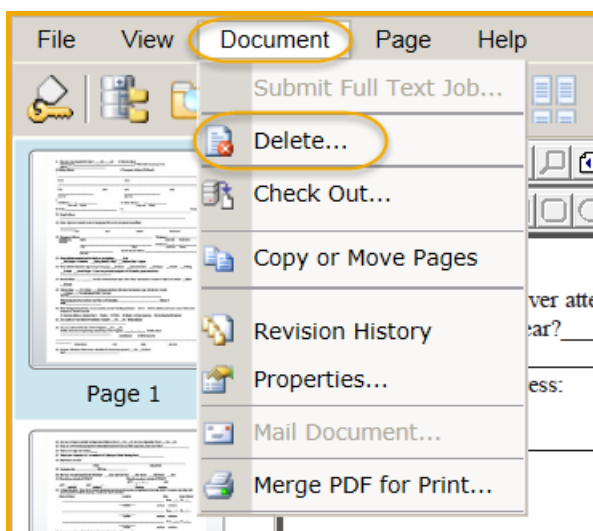
### Delete a Document from a Query Page

1. Start from the Admissions Application screen from within BDM.
2. Search for a document.
3. Select a document to delete, Select the Box.
4. Select **Delete Selected Document(s)**.
5. Delete confirmation window appears, Select **OK**.
6. A successful document deletion window displays, Select **OK**.



### Delete One Page

A user cannot easily delete a single page from a document. However it is possible to move a single page from a document by moving the page to another batch and then deleting that batch. Refer to BDM Copy or Moving a Page.



### Delete a Document While Viewing

1. Start from the Admissions Application screen from within BDM.
2. Search for a document.
3. Select a document to view.
4. Scroll over **Document**, then Select **Delete**
5. Delete confirmation window appears, Select **OK**.
6. A successful document deletion window displays, Select **OK**.