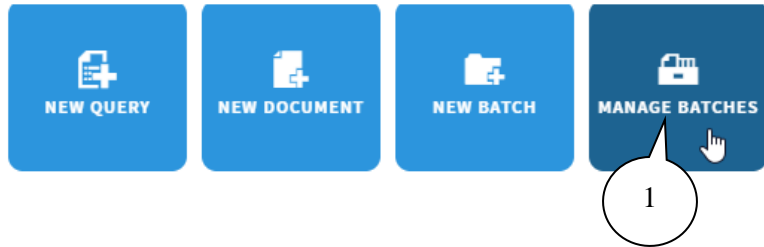


Appendix IV: Delete a Batch

B-F-DOCS - BANNER FINANCE PURCHASING / AP



1. Click **Manage Batches** from the Application homepage and select **Batch Index (List)**...

Manage Batches



B-F-DOCS > Uploaded Batches ↻

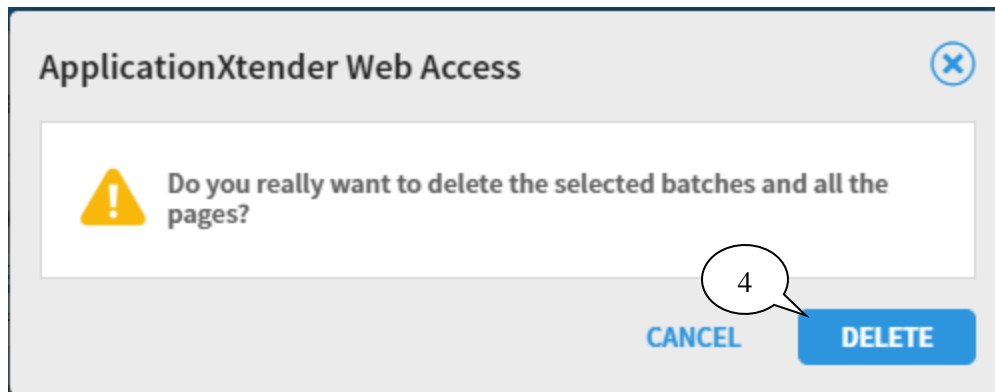
<input type="checkbox"/>	FORCE DELETE RESET TO IDLE	Description	Create Time			State
<input checked="" type="checkbox"/>		Marissa Manual	2019-11-12 16:17:25	MARIS93	1	Idle
<input checked="" type="checkbox"/>		VIONTIVE - 7/25/2019 4:29:33 PM	2019-07-25 16:30:21	VIONTIVE	2	Idle
<input type="checkbox"/>		DAMIAN52 - 5/15/2019 3:32:57 PM	2019-05-15 15:33:01	DAMIAN52	1	Idle
<input type="checkbox"/>		DAMIAN52 - 5/15/2019 3:29:54 PM	2019-05-15 15:29:58	DAMIAN52	1	Idle
<input type="checkbox"/>		RJUSTUS - 5/14/2019 3:28:25 PM	2019-05-14 15:29:07	RJUSTUS	1	Idle
<input type="checkbox"/>		studor - 4/17/2019 3:15:56 PM	2019-04-17 15:16:00	STUDOR	2	Idle
<input type="checkbox"/>		SCROCKER - 9/24/2018 12:59:56 PM	2018-09-24 13:00:13	SCROCKER	1	Idle

Batches 1 - 7 of 7 ◀ Previous | 1 | Next ▶ Items per page: 25 ▼

2. Check the box next to the batch, or batches, that need to be deleted.
3. Click the **Force Delete**.



Delete only your own batches.



4. Click **Delete**.



Although you can delete a batch, you do not have the ability to delete a document once it has been indexed.