

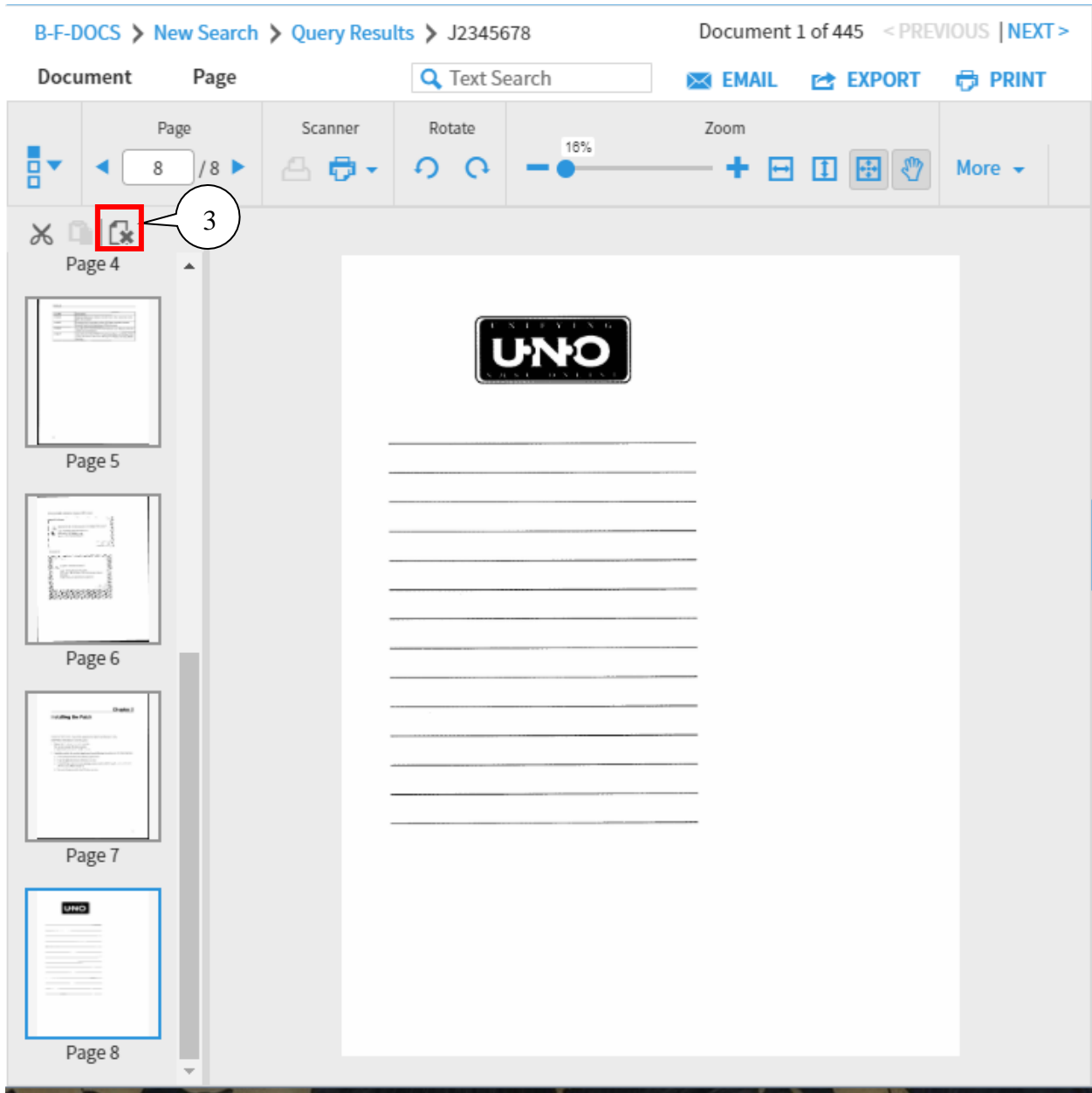
Delete a Page

If a page within a document needs to be removed, it may be deleted using the process outlined below. If there is only one page in the document, **first** Scan or Import the new page into the existing document **then** delete the page that needs to be removed.

The screenshot shows a document viewer interface. At the top, there is a breadcrumb trail: "B-F-DOCS Search > Query Results > J2345678". To the right, it says "Document 1 of 445" with "< PREVIOUS | NEXT >" navigation. Below this is a "Document Page" section with a "Text Search" input field and buttons for "EMAIL", "EXPORT", and "PRINT". The main toolbar includes "Page" navigation (left arrow, "1 / 8", right arrow), "Scanner", "Rotate", and "Zoom" (22%) controls. A red box highlights the "Page" navigation area, with a callout "1" pointing to the page number "1". Below the toolbar is a "Page Version" section showing "2 / 2". The main content area shows a thumbnail of "Page 1" and "Page 2" on the left, with a red box around them and a callout "2" pointing to the "Page 1" thumbnail. The main window displays a table of audit events.

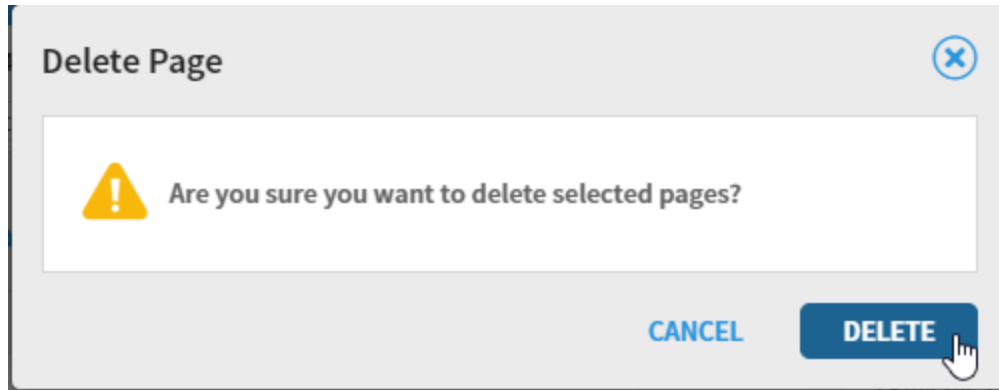
Audit Event Id	IDL Event Id	Description
0	axAuditID_LOGIN	Login in
1	axAuditID_LOGOUT	Logout ApplicationXtender
2	axAuditID_APPCREATE	Create an AX Application
3	axAuditID_APPDELETE	Delete an AX Application
4	axAuditID_APPMODIFT	The application is modified
5	axAuditID_GROUPCREATE	Group creation
6	axAuditID_GROUPDELETE	Group Deletion
7	axAuditID_GROUPMODIFY	Group Modification

1. To view the pages within a document, click the **Previous page** button or **Next page** button.
2. Display the page that needs to be deleted. *You can also select the thumbnail of the page to display it in the main window..*



3. Verify that the page being displayed is the page that needs to be deleted. Click the **Delete page** icon.

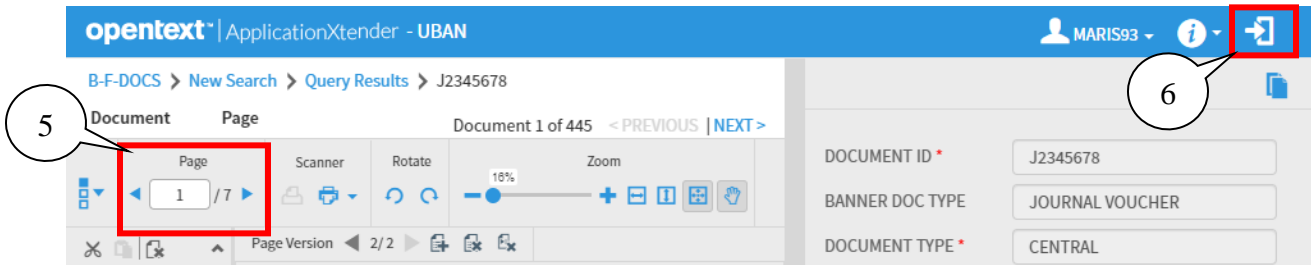
*Note: Be sure this is the page that needs to be deleted. Once deleted, it **cannot be recovered**.*




4. Click **Delete**.

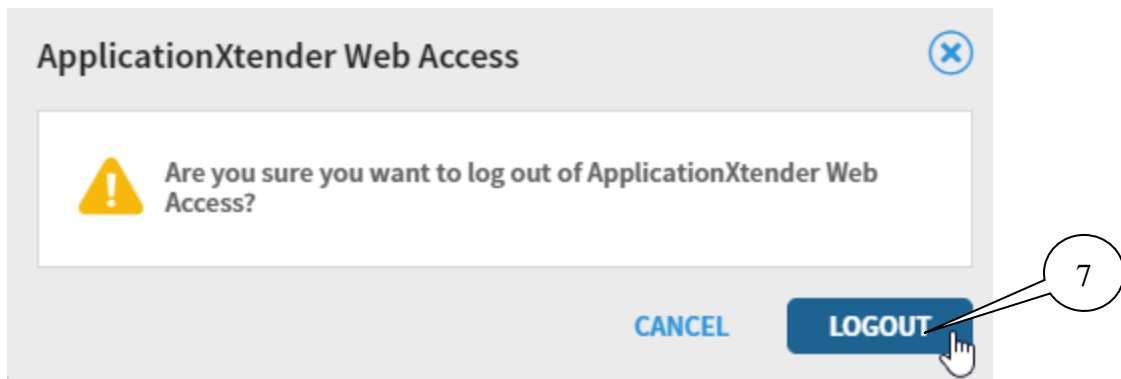


If only one page exists in the document, the **Delete Page** option will not be available. To delete the entire document, submit a **Correction Request Form** to the FSA-RMR Office. The form may be found on <http://rmr.nmsu.edu/resources> - click the **Correction Request Form** link.



5. The page count now shows one less page. If other pages need to be deleted, repeat steps 2-4.

6. When finished, click the **Logout**  icon.



7. Click **Logout**.