

01/03/2024 4:55 pm EST

As long as the user has permission to delete documents, most customer documents in SedonaOffice can be deleted by pulling up the customer record, navigating to documents, right clicking on the document, and selecting Delete Document.

Documents attached to service tickets are an exception to this rule. To delete documents on service tickets you must pull up the service ticket in SedonaOffice, navigate to the documents tab, click on the document to highlight it, and select the Delete key on your keyboard.

Documents					
File	Description	Type	Level	User	Uploaded
► exclusion list.csv	doc desc	.jpeg	1 - No Restriction	Administrator	05/05/2023

Inspection Reports		
Description	User	Uploaded
► AP Retroactive Aging profile.sql	Administrator	05/05/2023