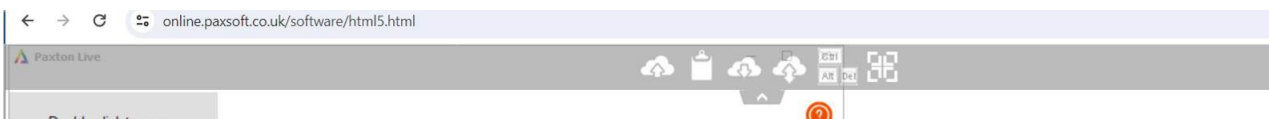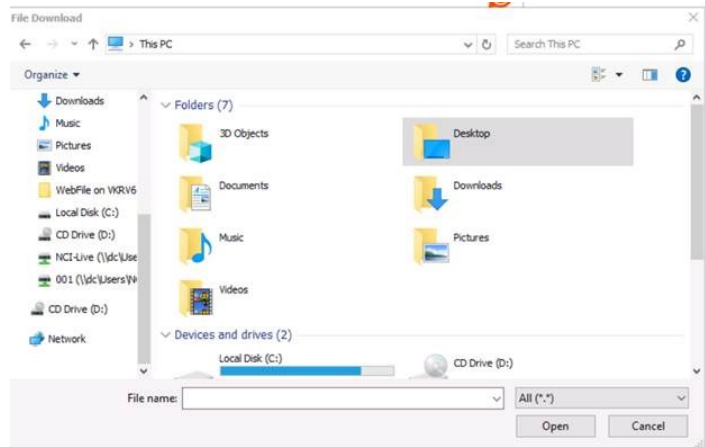# DELETING UPLOADED DOCUMENTS FROM THE CLOUD SERVER

Please make sure that any documents that you delete aren't attached to a transaction.

You can delete any uploaded documents by clicking on the 'From Server to PC' icon at the top of the screen (by clicking on the grey tab with the down arrow at the top of the web browser screen). It's the icon with the cloud and the down arrow.
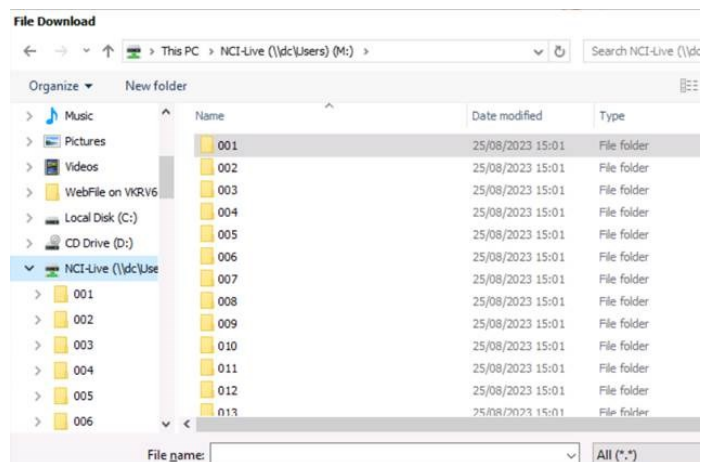

You will then see a File Download window:-

You may need to click on 'This PC' on the left to expand out the folders.

Find the NCI-Live drive and click on it and you should see the following:-

Find your station number (on the right hand side of the screen) and double click on the folder and you should see a folder called 'Upload'. Double click on this and you will see all your files that have been uploaded by your station. Locate the file that you wish to delete and then right click and choose Delete.