

Deleting a Document

From the **ERes Main Menu** select the course, under **Course Reserves Pages**, containing the document you wish to remove.

Main Menu

My Account	Change your account information, such as name, password, and email address.
Course Reserves Pages	Add a new course reserves page or modify/delete an existing one. You can also go to the Page Management section for an existing course reserves page by clicking a link below. <ul style="list-style-type: none">H001 - Demo (Fall 2004) - WiemerL001 - Comparative Religions (Spring 2005) - Wiemer
Documents	Manage documents in the Docutek ERes system.
Statistic Reports	Run statistic reports to find out how people are using the system.

If it is not displayed, click on the **Page Management** tab.

[Course Info](#) | [Documents](#) | [Page Management](#)

Course Reserves Page Settings	Manage the basic properties of this course reserves page, including course number, course name, term, year, etc.
Crosslistings	List this course reserves page under another name or department.
Documents & Copyright	Add, modify and delete documents and manage copyright information.
Re-order Documents on Course Reserves Page	Change the position of documents and folders on your course reserves page. Note: this feature is disabled if your course reserves page is using "Alphabetic" ordering.
Manage Folders	Add folders to your course reserves page, or manage existing folders.
Student Email List	View the list of students currently receiving Email Alerts about this course reserves page. Send bulk or individual emails to students who have provided their email address.

Select **Documents & Copyright**.

Document List

[+ Add Document](#) [Modify Selected](#) [X Remove Selected](#) [Export Data](#)

Displaying of 3 Matching Documents << Page of 1 >>

<input type="checkbox"/>	Document Title	Password
<input type="checkbox"/>	BBC World News - Middle East	
<input type="checkbox"/>	Donovan, Z. (1992)	
<input type="checkbox"/>	Wiemer, K. (2003)	

Check the box next to the document you wish to remove from your Course Reserves Page.

Document List

Add Document
 Modify Selected
 Remove Selected
 Export Data

Displaying 10 of 3 Matching Documents << Page 1 of 1 >>

<input type="checkbox"/>	Document Title	Password
<input checked="" type="checkbox"/>	BBC World News - Middle East	
<input type="checkbox"/>	Donovan, Z. (1992)	
<input type="checkbox"/>	Wiemer, K. (2003)	

Click on **Remove Selected**.

Step 1: Verify Items to be Deleted

By clicking the 'Remove' Button below you will remove the listed documents from this course reserves page; the documents will not be deleted from the system.

- BBC World News - Middle East

Step 2: Delete Items or Cancel

When the **Verification Screen** appears, click on **Remove** to confirm that you wish to remove the document.

Success! The selected items have been removed from the system.

Document List

Add Document
 Modify Selected
 Remove Selected
 Export Data

Displaying 10 of 2 Matching Documents << Page 1 of 1 >>

<input type="checkbox"/>	Document Title	Password
<input type="checkbox"/>	Donovan, Z. (1992)	
<input type="checkbox"/>	Wiemer, K. (2003)	

When the **Success Banner** appears, click on **Close Window** to proceed.

NOTE: The previous steps remove a document from your Course Reserves Page. The document is still in the ERes system under your account. If you wish to retain the document for potential future use, stop here. If you wish to delete the document permanently, continue with this tutorial.

Click on the **Main Menu** link in the upper right corner of your screen.

Hello Kristopher - Please use the links below to access the various management screens within Docutek ERes.

Main Menu

- [My Account](#) Change your account information, such as name, password, and email address.
- [Course Reserves Pages](#) Add a new course reserves page or modify/delete an existing one. You can also go to the Page Management section for an existing course reserves page by clicking a link below.
- [H001 - Demo \(Fall 2004\) - Wiemer](#)
 - [L001 - Comparative Religions \(Spring 2005\) - Wiemer](#)
- [Documents](#) Manage documents in the Docutek ERes system.
- [Statistic Reports](#) Run statistic reports to find out how people are using the system.

Select Documents.

Document List

Default View Show Search Options Show Display Options

[+ Add Document](#) [MARC Records](#) [Modify Selected](#) [Delete Selected](#) [Export Data](#)

Displaying of 6 Matching Documents << Page of 1 >>

<input type="checkbox"/>	Title	File Size (KB)
<input type="checkbox"/>	BBC World News - Middle East	0
<input type="checkbox"/>	BBC World News - Middle East	0
<input type="checkbox"/>	Donovan, Z. (1992)	24
<input type="checkbox"/>	Integrating Multimedia Presentation	262
<input type="checkbox"/>	Wiemer, K. (2003)	29
<input type="checkbox"/>	Wiemer, K. (2004)	125

Check the box next to the document you wish to permanently delete.

Document List

Default View Show Search Options Show Display Options

[+ Add Document](#) [MARC Records](#) [Modify Selected](#) [Delete Selected](#) [Export Data](#)

Displaying of 6 Matching Documents << Page of 1 >>

<input type="checkbox"/>	Title	File Size (KB)
<input checked="" type="checkbox"/>	BBC World News - Middle East	0
<input type="checkbox"/>	BBC World News - Middle East	0
<input type="checkbox"/>	Donovan, Z. (1992)	24
<input type="checkbox"/>	Integrating Multimedia Presentation	262
<input type="checkbox"/>	Wiemer, K. (2003)	29
<input type="checkbox"/>	Wiemer, K. (2004)	125

Click on **Delete Selected**.

Step 1: Verify Items to be Deleted

By clicking the 'Delete' Button below you will permanently remove the listed Documents from your system.

- BBC World News - Middle East

Step 2: Review Warning Messages

The following documents are still being used on the listed course reserves pages. Clicking the "Delete" button will permanently remove these active items from the system.

Step 3: Delete Items or Cancel

Delete

Cancel

When the **Verification Screen** appears, click on **Delete** to confirm that you wish to permanently delete the document.

Click on **Main Menu** to return to the **ERes Main Menu** and to continue modifying your Course Reserves Page.