Deleting Documents and Files in HMIS

Important Note:

You an only delete files you have uploaded yourself. If you need a file deleted that was uploaded by another user, please ask that user to delete the file or submit a ticket to the HMIS team to assist.

Steps to Delete Documents & Files:

1. Login to HMIS and bring up the client profile.
2. Click Client Details form the left pand and select Documents and Files.
3. Click the kabob(...) menu to the left of the file and sleelct Delete.



