



## Deleting uploaded document

You can delete uploaded document using the EagleScan software.

**1.**

Select *Peer Review* from the task bar. The page below is displayed:

FORUMS
DOCUMENT SUBMISSION
DOCUMENT REVIEW

Select *Document Review* to display the Document Submission List:

**2.**

Documents Submission List				
Serial	Document Title	Author	Date Submitted	Action
1	The New Woman Revolution	Carol Michael	2021-05-17 22:16:34	   
2	The New Woman Revolution	Carol Michael	2021-05-17 22:16:38	   

Submission Quick Links

- Document Submission
- + Post Document for review
- ⚙ Manage Forums

3.

On the grid containing the document upload to be removed, click . A message prompt is displayed, "Are you sure you want to remove this document from the list?"

Click OK button to remove the document from the grid. A message prompt confirms a successful deletion.

4.

**5.**

*Click **Assign Reviewer** to forward to the Reviewer. A message prompt confirms a successful operation.*