How to Delete a Batch
Provided by ITCS Xtender Team

Deleting a Batch

1. After logging into Xtender, click on the application you want to delete a batch in.

2. If the query page opens for your application, click cancel.

3. Click the document folder icon and click Manage Batches in the top right corner.
Deleting from List

1. Click the checkbox next to the batch. You can select more than one batch to delete.

2. The option **Force Delete** will pop up at the top of the columns. Click it.

3. A confirmation window will ask you if you want to delete the selected batches. Click **Delete**.

4. The batch will disappear from the list of batches.
Deleting from Opened Batch

1. Open the batch you wish to delete by double clicking the field.

2. Under the label *Batch*, click **Delete Batch** icon.

3. A confirmation window will ask you if you want to delete the selected batches. Click **Delete**.

4. You’ll be returned to the list of batches and the deleted document will disappear from the list of batches.