

Introduction

There are times when documents are registered as duplicates or may contain information that cannot be stored in HPE Content Manager, for example, credit card details. Renaming the document to indicate it is a duplicate is one option for dealing with this. However, this new tool now allows documents to be identified as requiring deletion from Content Manager.

Documents identified for potential removal will be authorised by Records Services.

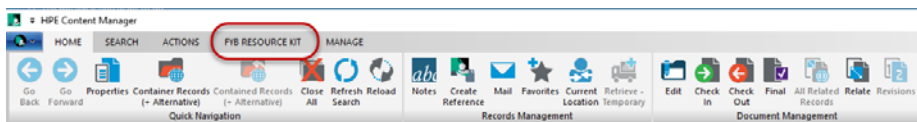
Procedure

You must be the creator of the document.

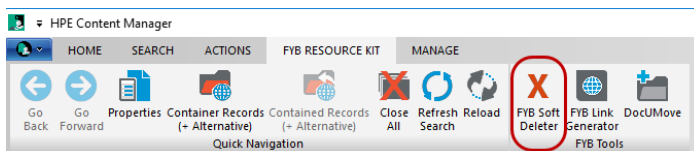
You must give a valid reason for requesting the document to be removed.

1. Locate and select the record for deletion.

FYB Soft Deleter tool is located in **the FYB Resource Kit** ribbon.



2. Select the **FYB Soft Deleter** icon.

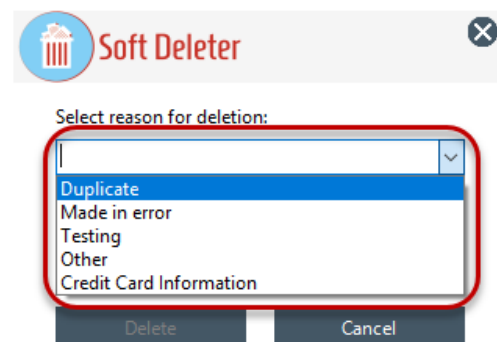


Note: if you do not have this option you will need to Get Global Settings by selecting – **Tools > Get Global**. For assistance contact records.services@adelaide.edu.au

3. The Soft Deleter reason box will display. Select from the drop down list a reason for deletion.

The options include:

- Duplicate
- Made in error
- Testing
- Other
- Credit Card Information.



When selecting the option a record number or additional information will need to be completed.

Examples of when soft deleter can be used:

Contains credit card details

Note: Bank details are not authorised to be stored in HPE Content Manager. They need to be blacked out.

Duplicate Records

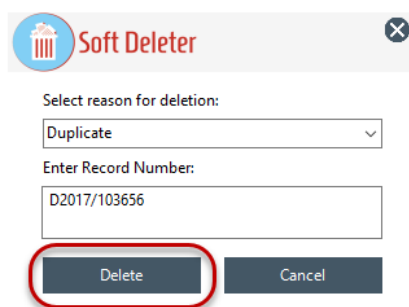
Note: Document has been registered unintentionally more than once. You will need to specify the duplicate document number that will remain in HPE Content Manager.

Not a University Record

Note: Not a record of University Business.

Document contains sensitive information or may contain information about more than one student / staff member.

4. Select **Delete**



Soft Deleter

Select reason for deletion:

Duplicate

Enter Record Number:

D2017/103656

Delete Cancel

The record identified will be removed from view, whereupon Records Services will assess the requirement for removing the electronic image of the document.

Records Services will contact you if further information is required to justify the deletion.

Note: All metadata e.g. title, author, dates of the record remain in HPE Content Manager.

Contact Us

For further support or questions, please contact Records Services on **8313 5334** or records.services@adelaide.edu.au