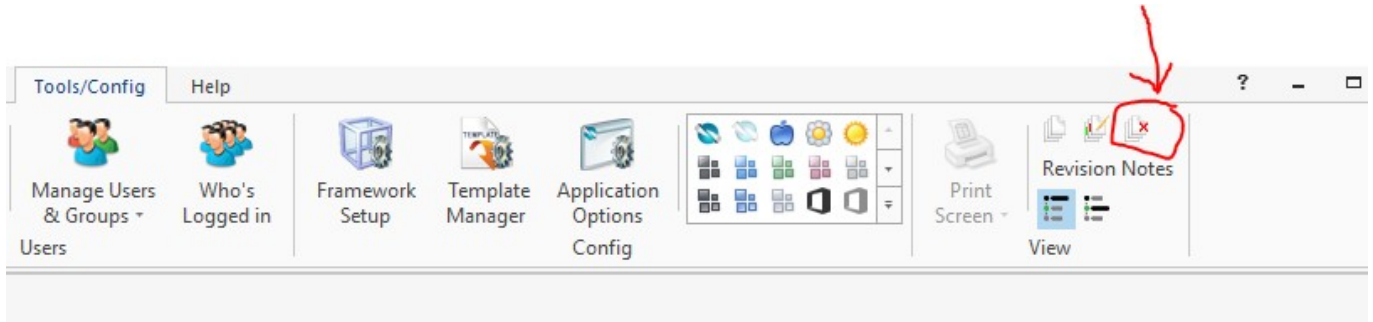# General

# How do I delete documents permanently?

Under **Manage**, in the top right hand corner of NovaCore, there is the **Deleted Documents** button. Enable this and it will show you the deleted documents. Delete a document again to remove it permanently.

 Please see screenshot below which shows the location of the deleted documents button.



Unique solution ID: #1023
Author: NovaCore
Last update: 2024-06-21 08:29