SciENcv: Delete a Document

To manage multiple SciENcv documents, you may need to delete a document.

A. Delete a document

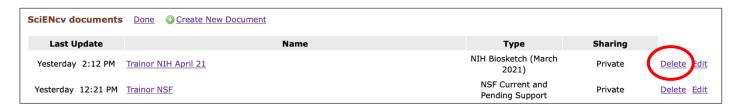1. In the top menu bar, click My NCBI on the right side of the bar.

2. From My NCBI, click **Manage SciENcv** in the SciENcv portlet.

3. On the SciENcv home page. Next to the heading *SciENcv Documents*, click the **Edit** link, and the **Delete** and **Edit** links will display to the right of each document.

4. Select the **Delete** link on the right side the document listing that you wish to delete. A pop-up window will ask "are you absolutely you want to delete this cv?" – click **OK** to delete.

5. To close the Delete/Edit view, click **Done**.