

## 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.

NCBI Resources How To trainor@mit.edu My NCBI Sign Out

My NCBI » SciENcv » CTrainer NSF SciENcv: About | Using

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

Name	Last Update	Sharing	Type
<a href="#">Trainor NIH April 21</a>	15-Apr-2021	Private	NIHBiosketch3
<a href="#">Trainor NSF</a>	21-Apr-2021	Private	NSFCurrentAndPendingSupport
<a href="#">eRA-Trainor</a>	12-May-2021	Private	NIHBiosketch3

[Manage SciENcv »](#)

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.

SciENcv documents **Edit** Create New Document

Last Update	Name	Type	Sharing
Yesterday 2:12 PM <a href="#">Trainor NIH April 21</a>		NIH Biosketch (March 2021)	Private
Yesterday 12:21 PM <a href="#">Trainor NSF</a>		NSF Current and Pending Support	Private

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.

SciENcv documents Done Create New Document

Last Update	Name	Type	Sharing	
Yesterday 2:12 PM <a href="#">Trainor NIH April 21</a>		NIH Biosketch (March 2021)	Private	<a href="#">Delete</a> <a href="#">Edit</a>
Yesterday 12:21 PM <a href="#">Trainor NSF</a>		NSF Current and Pending Support	Private	<a href="#">Delete</a> <a href="#">Edit</a>

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

SciENcv documents Done Create New Document

Last Update	Name	Type	Sharing	
Yesterday 12:21 PM <a href="#">Trainor NSF</a>		NSF Current and Pending Support	Private	<a href="#">Delete</a> <a href="#">Edit</a>
Yesterday 10:54 AM <a href="#">Trainor Biosketch</a>		NIH Biosketch (March 2021)	Private	<a href="#">Delete</a> <a href="#">Edit</a>