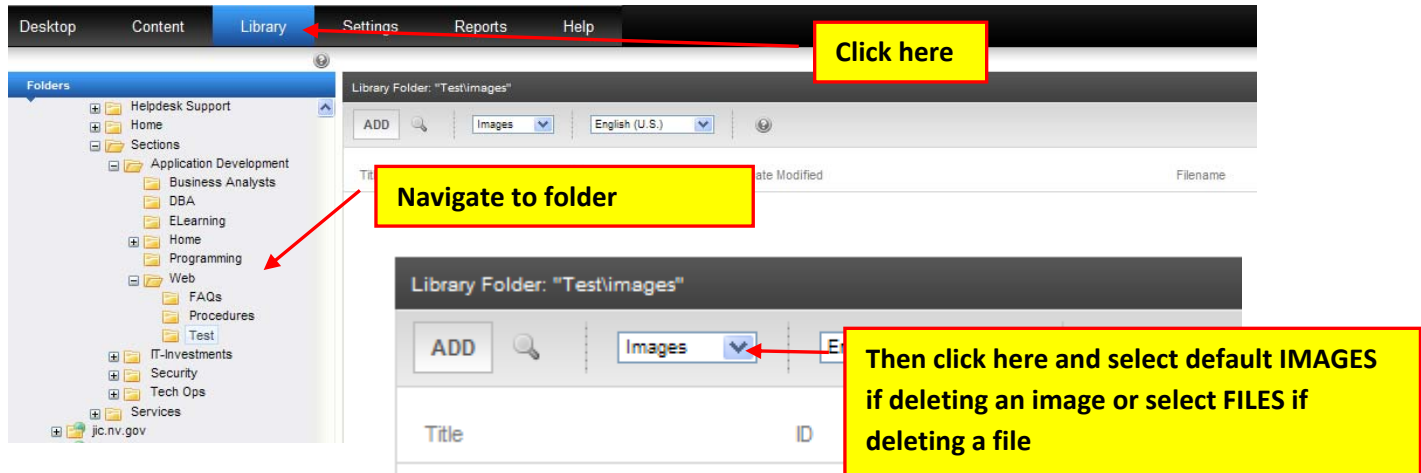


# Ektron Website Quick Reference

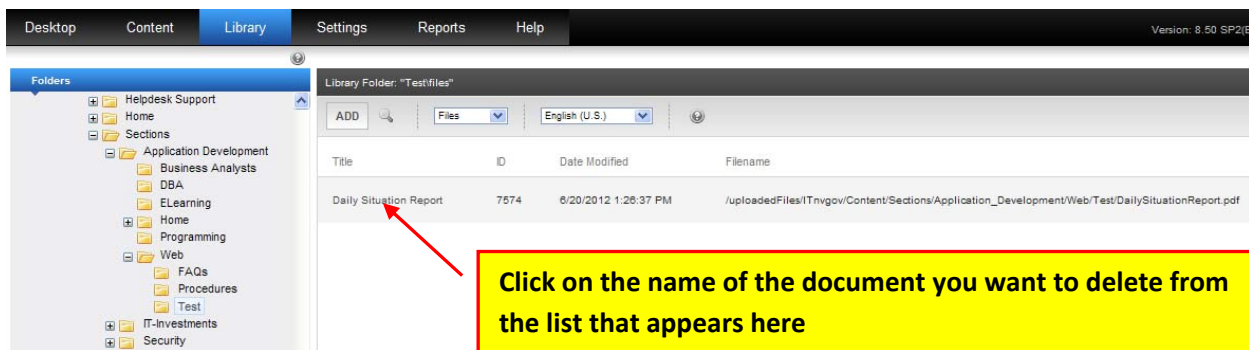
## Deleting a Document or an Image Previously Posted

Direct your browser to <http://staging.nv.gov> and log in using your State email login credentials. In the WORKAREA click the LIBRARY tab.

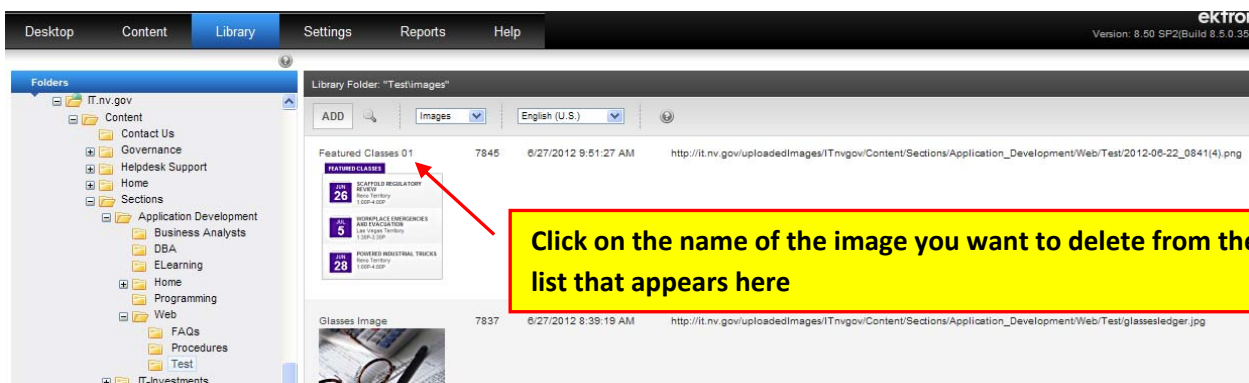


**NOTE: If deleting an image skip this step.** Navigate to the folder the document was previously uploaded to and click the Images drop-down button and choose FILES (leave on default Images, if deleting an image) from the drop-down shown above.

**DOCUMENT** - Click on the name of the document you want to delete from the list.





**IMAGE** - Click on the name of the image you want to delete from the list.



When the VIEW LIBRARY dialog box appears, click on the DELETE icon.

View Library Item in Folder: "Test/files"

← EDIT  

Title: Daily Situation Report

Filename: [http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application\\_Development/Web/Test/DailySituationReport.pdf](http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application_Development/Web/Test/DailySituationReport.pdf)

Library ID: 7574

Parent Folder: Test

Last User To Edit: DEstey, DEstey

Last Edit Date: 6/20/2012 1:26:37 PM

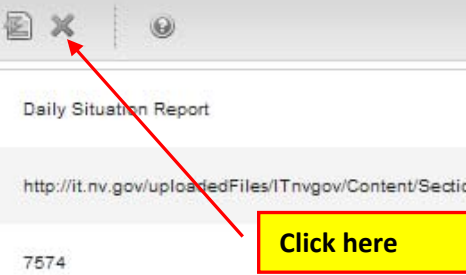
Date Created: 6/20/2012 1:26:37 PM

Description:

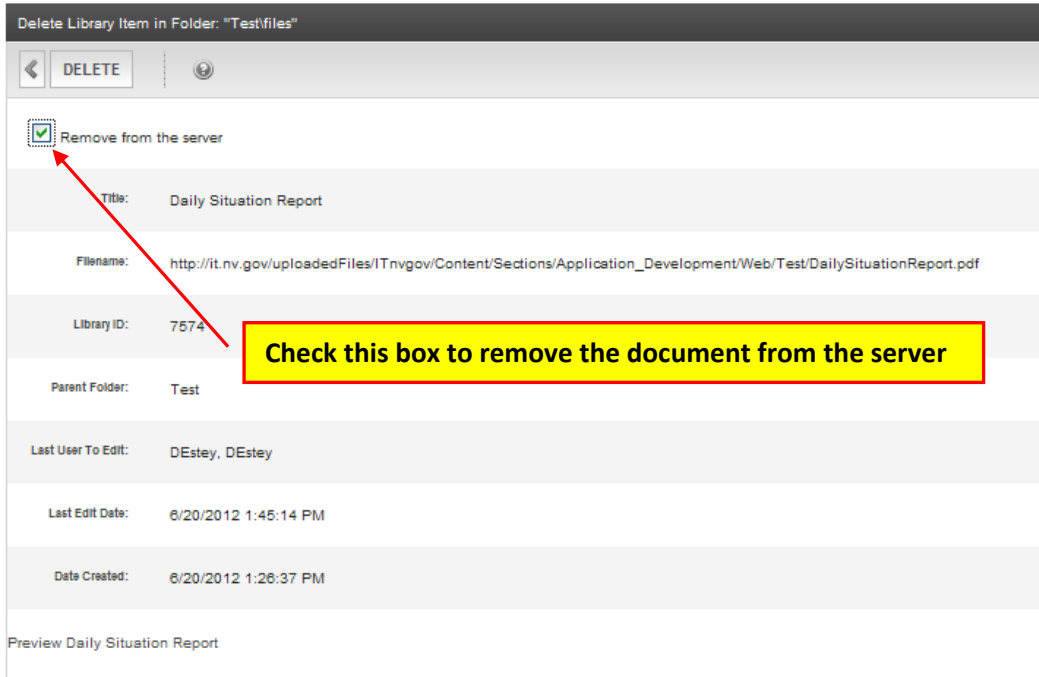
Category  
No categories selected

Tags  
No Tags selected

Preview Daily Situation Report



**When the DELETE LIBRARY ITEM IN FOLDER dialog box appears, check “REMOVE FROM SERVER” and click on DELETE .**



**Go to each of the websites pages that the document or image you deleted were on and remove any links to documents. Then, in your browser go to each page and in the staging environment to verify the links and document or image have been removed.**



**Click on the refresh button to verify the deleted document and links are no longer on each website page.**

**NOTE: If you were having trouble seeing your changes, you should see your changes now in the staging environment for your site.**

**If not, please try viewing your changes in another browser, on another computer or on a mobile device if that is an option. Clear your browser cache. If that still doesn't help, please contact your Agency's PC/LAN Tech for assistance.**