Deleting a Batch

1. After logging into Xtender, click on the application you want to delete a batch in.

2. If the query page opens for your application, click cancel.

3. Click the document folder icon and click **Manage Batches** in the top right corner.
Deleting from List

1. Click the checkbox next to the batch. You can select more than one batch to delete.

2. The option **Force Delete** will pop up at the top of the columns. Click it.

3. A confirmation window will ask you if you want to delete the selected batches. Click **Delete**.

4. The batch will disappear from the list of batches.
Deleting from Opened Batch

1. Open the batch you wish to delete by double clicking the field.

2. Under the label *Batch*, click **Delete Batch** icon.

3. A confirmation window will ask you if you want to delete the selected batches. Click **Delete**.

4. You’ll be returned to the list of batches and the deleted document will disappear from the list of batches.