

Instructions on disposing documents from Sync.com

1. Log into the Web Application on Sync.com
2. Under the Files tab, check the box beside the record you are deleting

< UNBC



Sharing folder UNBC Manage Share

Name	Date	Size	
<input type="checkbox"/> 4 March 2016.pdf	Jun 13, 2016 2:40 PM	178.5 KB	Share ⋮
<input type="checkbox"/> Information Policy for Sync.pdf	Jul 12, 2016 9:46 AM	284.2 KB	⋮
<input type="checkbox"/> ITS Team Meeting.docx	Jun 13, 2016 2:39 PM	37.2 KB	⋮
<input type="checkbox"/> Sync PDFs.zip	Jul 12, 2016 9:44 AM	4.1 MB	⋮

Displaying 4 items

© Sync.com Inc.

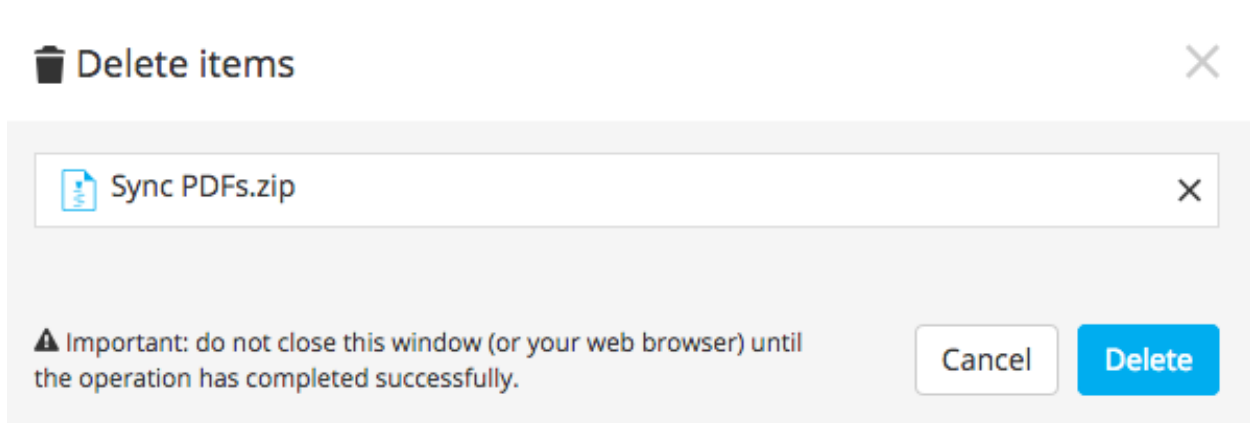
3. Click the three dots on the right and select Delete. Do not close the browser until deleting is complete

Sync PDFs.zip Jul 12, 2016 9:44 AM 4.1 MB Share ⋮

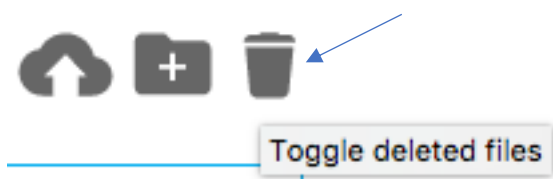
Displaying 4 items

© Sync.com Inc.

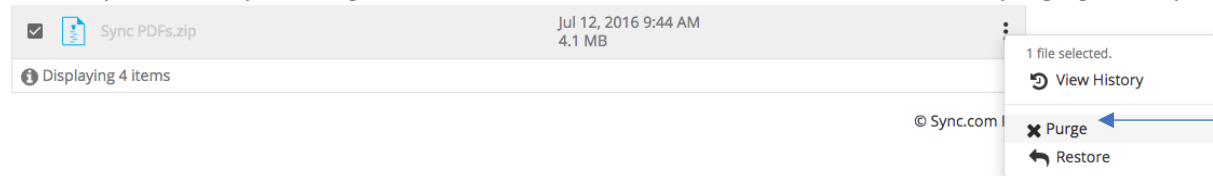
- 1 file selected.
- Private Download
- Compatible Download
- View History
- Rename
- Create Link
- Copy
- Move
- Delete



4. On the top right of the folder box, select the trash can icon to show you deleted items



5. Check the box beside the record you are deleting
6. Click the three dots on the right and select Purge. Click the box marked "I understand I am permanently deleting these items". Do not close the browser window until purging is complete.



7. To confirm the document has successfully been purged, when you have selected the Files tab, and the trash can icon on the top right of the folder is open, the document will not appear.