# Deleting a File in PEER

There are occasions where a file may need to be deleted. This usually occurs when it is a duplicate file or when the file was created for training purposes and is no longer needed.

A File Manager who has the Role of Risk Manager may delete a file; other File Managers do not have this ability.

Steps are as follows:

Open the file you would like to delete and go to the "More Actions" button on the lower right side; click it and select "delete."
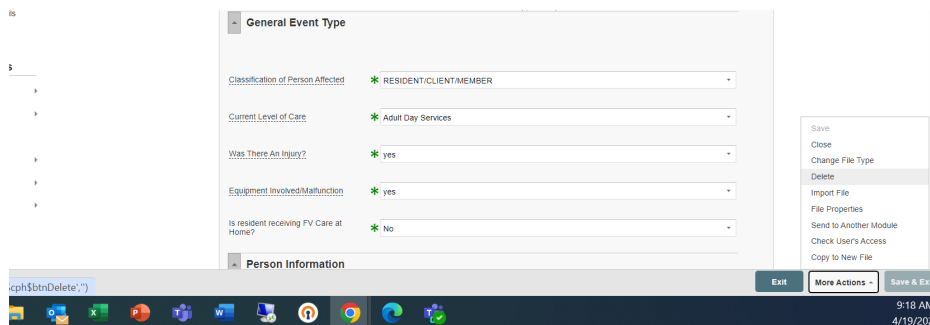
You will then be asked to select the File Status from the drop-down box. Make the appropriate selection and click "OK" and the file will then be deleted. You can also undelete the file if it was done in error.