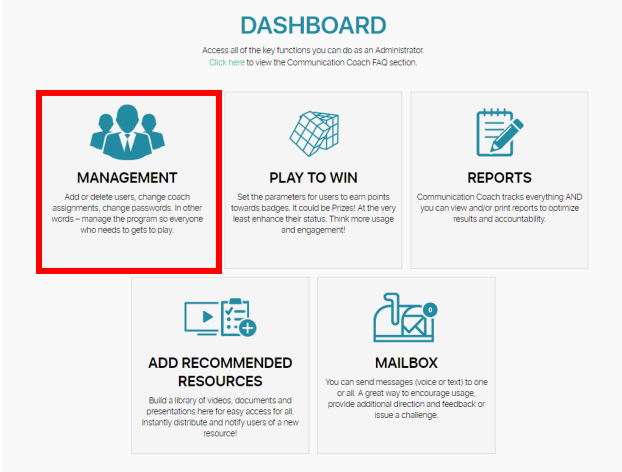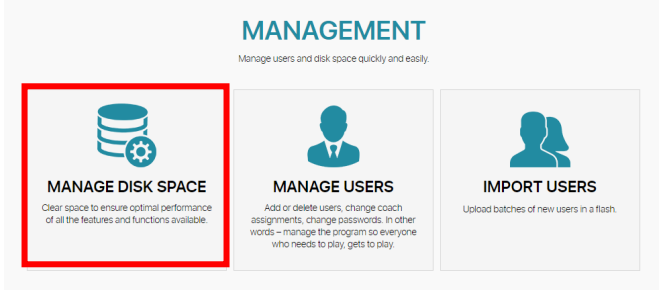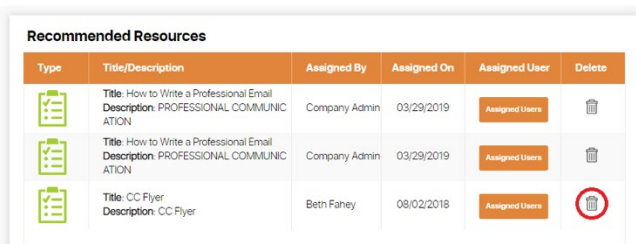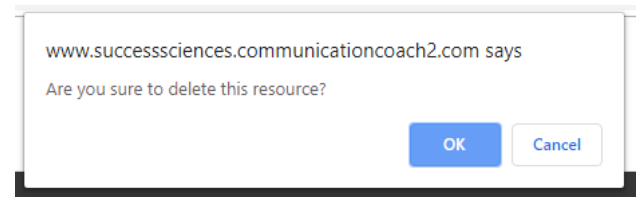» **How do you remove/delete an uploaded document or video from Recommended Resources?**

1. To remove an uploaded document, log in to your **Company Admin** account.	**LOGIN** Username CCU41981 Password •••••• Forgot Password? ☐ Remember Me Register **Login**
2. Then click on **Management**.	**DASHBOARD** Access all of the key functions you can do as an Administrator. Click here to view the Communication Coach FAQ section. **MANAGEMENT** Add or delete users, change coach assignments, change passwords. In other words – manage the program so everyone who needs to gets to play. **PLAY TO WIN** Set the parameters for users to earn points towards badges. It could be Prizes! At the very least enhance their status. Think more usage and engagement! **REPORTS** Communication Coach tracks everything AND you can view and/or print reports to optimize results and accountability. **ADD RECOMMENDED RESOURCES** Build a library of videos, documents and presentations here for easy access for all. Instantly distribute and notify users of a new resource! **MAILBOX** You can send messages (voice or text) to one or all. A great way to encourage usage, provide additional direction and feedback or issue a challenge.
3. Next click on **Manage Disk Space**.	**MANAGEMENT** Manage users and disk space quickly and easily. **MANAGE DISK SPACE** Clear space to ensure optimal performance of all the features and functions available. **MANAGE USERS** Add or delete users, change coach assignments, change passwords. In other words – manage the program so everyone who needs to play, gets to play. **IMPORT USERS** Upload batches of new users in a flash.

4. Once you reach that page, scroll down to the bottom, and there will be a section to delete any uploaded Recommended Resources. Click on the **trash can icon** next to any resource you would like to delete.	**Recommended Resources** Title: How to Write a Professional Email / Description: PROFESSIONAL COMMUNICATION — Company Admin — 03/29/2019 — Assigned Users Title: How to Write a Professional Email / Description: PROFESSIONAL COMMUNICATION — Company Admin — 03/29/2019 — Assigned Users Title: CC Flyer / Description: CC Flyer — Beth Fahey — 08/02/2018 — Assigned Users
5. You will then be asked to confirm any action to delete resources.	www.successsciences.communicationcoach2.com says Are you sure to delete this resource? OK Cancel
6. You will receive a confirmation message once the resource is successfully deleted.	✓ **Resource deleted successfully.** OK