

I. REMOVING UNUSED DOCUMENT PLACEHOLDERS

To keep the eFolder clean, make navigation through the eFolder easier for all users, and avoid misplacing vital documents, you should always remove unused document placeholders (*you can only remove empty document placeholders*).

1. When in a loan, click the **[eFolder]** button; the "Encompass360 eFolder" window will appear.
2. Single-click to select an empty document placeholder you want to remove (if there is an image icon to the left of the document placeholder in the "Attachments" column, the placeholder is not empty and cannot be removed).
3. After the document placeholder name is selected, click the "X" on the "Documents" toolbar and answer **[Yes]** to the "...are you sure..." prompt.

This is only available by the Admin of Encompass