

Chapter 7 – Deleting and redacting images



Deleting images can be done in an Invoice 15-20 minutes after trailing documentation has been attached. For a check request, the image deletion option is only available once it has been approved and rejected back to the approver.

All images, including the original invoice, can be deleted so please use caution. Once an image has been removed, it cannot be undone or brought back.

After clicking on the above icon, the box below will appear. Select the action, indicate the pages to delete and any comments needed then click on OK.

A screenshot of a web browser dialog box titled "Remove Document Pages -- Webpage Dialog". The dialog box has a title bar with a close button. Inside, the title "Remove Document Pages" is centered. Below the title, there are three sections: "Action:" with two radio buttons, "Send to Indexing" (unselected) and "Delete" (selected); "Pages:" with a text input field containing the number "2" and a small asterisk icon to its left; and "Comments:" with a text input field containing the text "added by mistake". Below the input fields, there is a small text block that reads: "Type page numbers and/or page ranges separated by commas. For example: 3, 5, 7-9. The minimum page number is 1. The maximum page number is 2." At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Redacting images is the best option for hiding information that does not pertain to the invoice or should be hidden. This is also a good option if a document was uploaded to a Check Request in error. **Please continue to use whiteout or another manual text removal method prior to uploading and processing an invoice that contains restricted or sensitive information.**

