Modify / Delete Document with Status ‘Unverified’

1. Click on **My Document** from the navigation menu on the left side.

![Figure 1: Knowledge Management Page](image1)

2. Click on document title with status ‘**Unverified**’. **View Full Document Details** will be displayed.

![Figure 2: My Documents Page](image2)
3. Scroll down. At the bottom of this page you will see Remarks field. Please take an action based on the stated remark. For this example, system administrator had rejected this document because duplication. This user should delete the document.

![Figure 3: View Full Document Details Page](image-url)