How to Delete Projects from Earthworks

On the **dashboard screen** navigate to the bottom left corner and click the **system settings icon**.
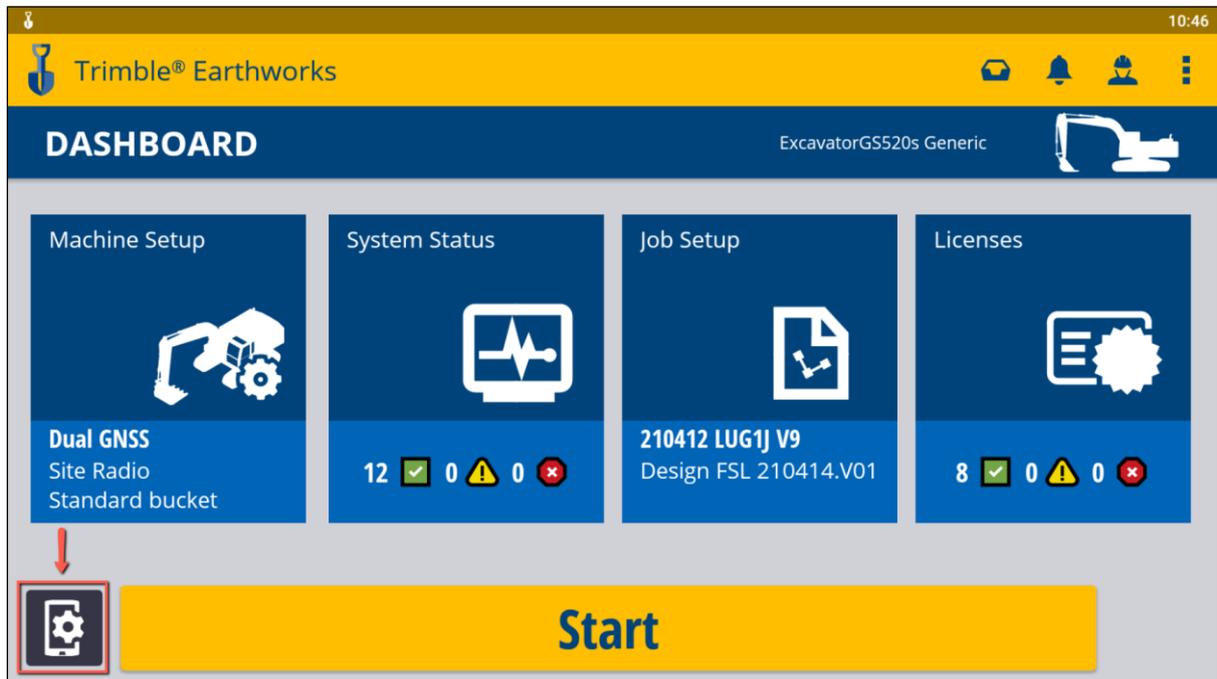
Scroll to the bottom of the system settings and select **File Transfer**.
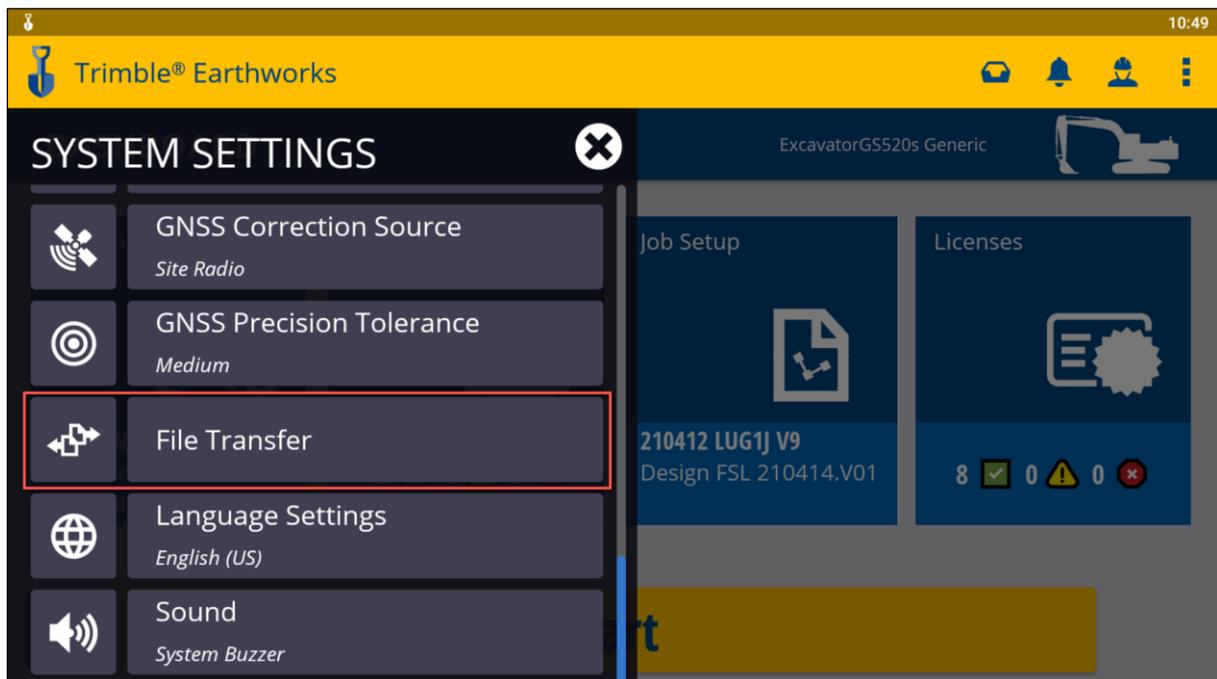
Click the **Advanced** button.
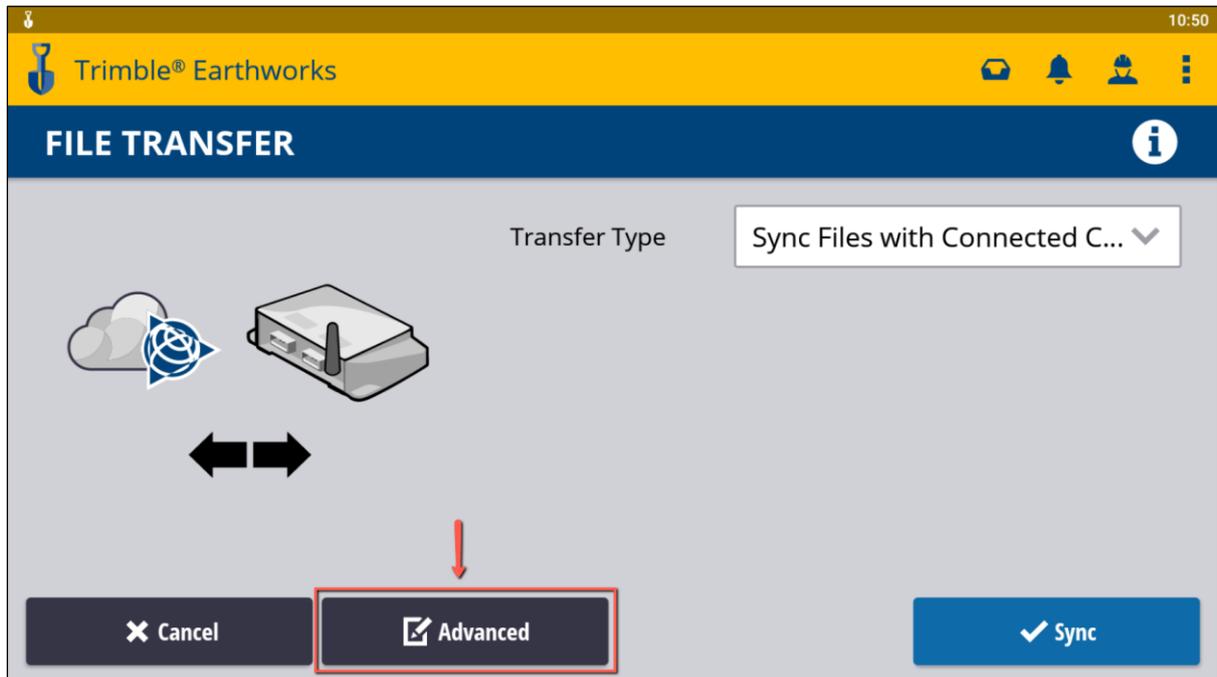
Scroll to the **Projects folder** and press the **plus button** to expand it.
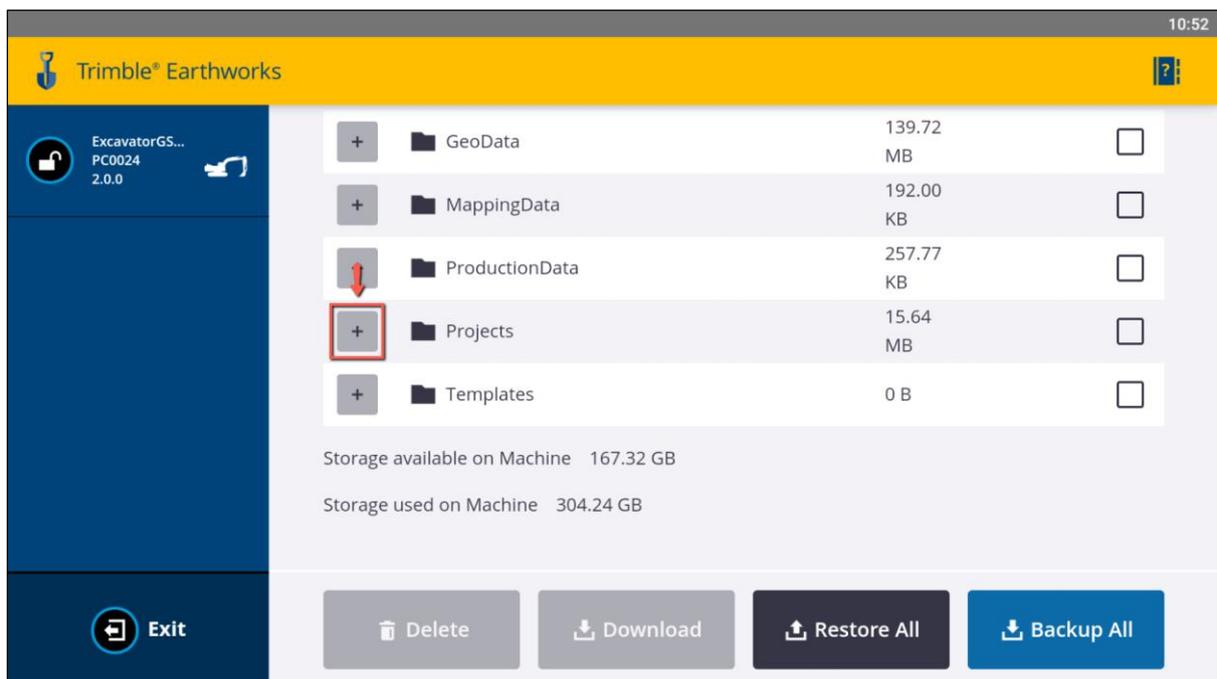
In the right hand **selection boxes**, tick the projects you want to **delete**, then press the **delete button**.
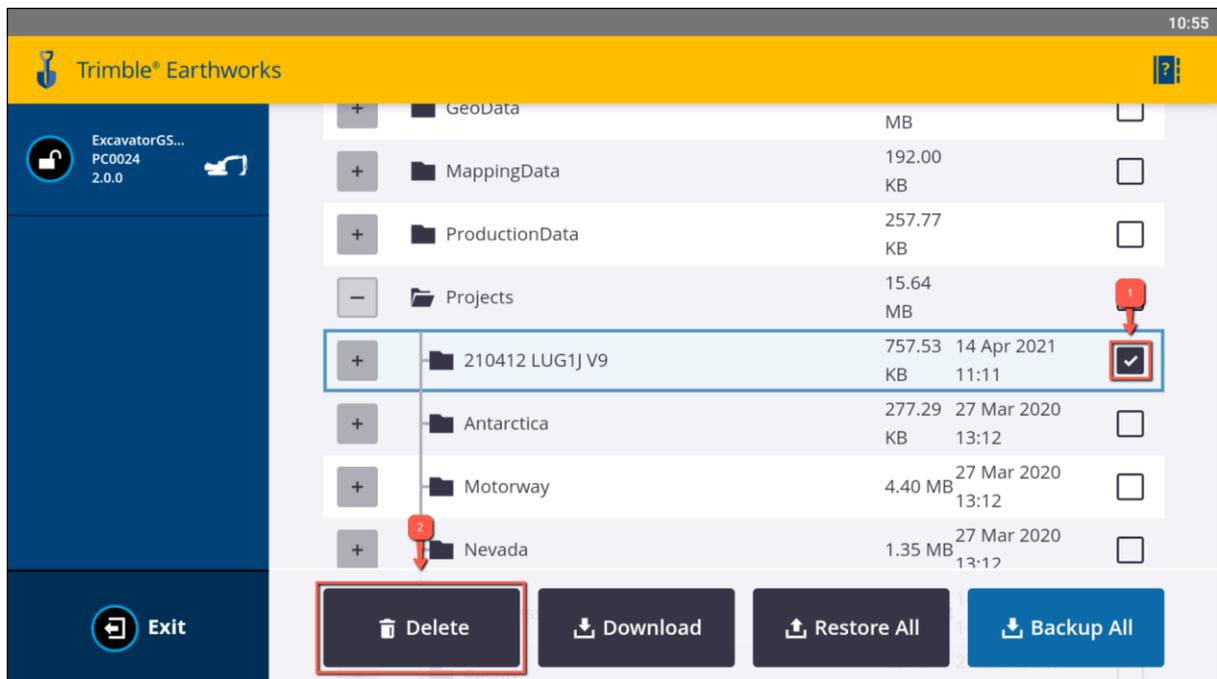
A prompt should display asking you if you are sure you wish to proceed, click **delete** to remove the selected Projects.
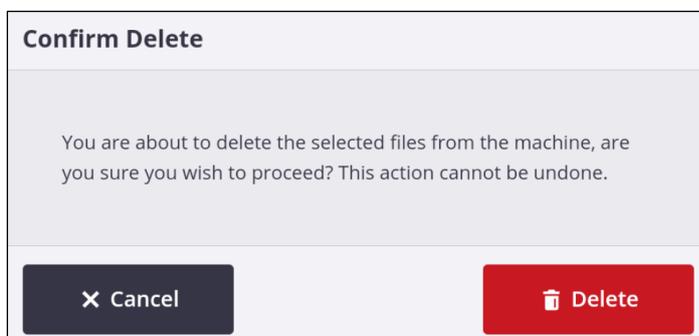
A prompt should display saying **Deleted Successfully**.