How to Delete Content from UNIFI

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In this article, we are going to show you how to remove content from UNIFI. Keep in mind that only Company Admins or Library Admins can remove content from UNIFI.

As a Company Admin, you can delete content by right-clicking over a single or multi-selection from the search or browse screens.

	UNIFI		🖋 Revit 2023	8 (No Open Project) 💌	🛔 Demo Admin 🔻 📮	〒 - □ ×	
Q	chair					clear Q Search	
B	Q Search in: Multiple	Libraries Search Fields (5/7) T Filter by: Filters					
B	New Search					Filters	
	396 results found compatible with Revit 2023. Show 441 results for all design programs (including all versions of Revit).						
** € 6		Dining Chair METRIC Category: Furniture Size: 380 KB Revision: 1 Libraries: UnApproved Library Tags: Metric Tag	inserts: 1	Base Files: 1	Date Modified: 10/30/2018		
₀^^ 	adadada	Table and chairs Category: Model Groups Size: 768 KB Revision: 3 Libraries: # AEC - Architecture # Internal - Development Tags: > DFR	Inserts: 0 Add a tag	Base Files: 1 Dat	e Modified: 4/6/2022		
- 6		Chair-Tablet Arm IMPERIAL Category: Furniture Size: 348 KB Revision: Libraries: #AEC-Architecture #UnApproved Library Tags: P E2020200 P Education	Rename Copy URL	Base Files: 1	Date Modified: 9/26/2018		
o,			Unfavorite				
~		Chair-Task Arms IMPERIAL Category: Furniture Size: 324 KB Revision: Libraries: # AEC - Architecture UnApproved Library Tags: • E2020200 • Education • Office	Batch Insert Request Update	Base Files: 1	Date Modified: 9/26/2018		
			4				
0	****	Dining Chair (3) METRIC Category: Furniture Size: 380 KB Revision: 1 Libraries: ● AEC - Architecture ● UnApproved Library Tags: ● Metric	Inserts: 1	Base Files: 1	Date Modified: 10/25/2018		

However, as a Library Admin, you will not be able to delete content in this same manner. Library Admins are only able to manage content that lives in libraries that they manage.

To remove content from a library, go to the piece of content that you wish to delete and select the Library Management tab.

Casework_Base Cabinet_4 Drawers								
★ ★ ★	Revit Family: Category: Size: Inserts: Units: Libraries:	Casework_Base Cabinet_4 Drawers.rfa Casework 348 KB 24 Imperial AEC - Architecture; Retz						
Tags: © 2020 © Base Cabinets © C1030410 © Casework_Base Cabinet_4 Drawess © Div. 12 3000 - Casework © Project: X © Sr								
Family Types	File History	Library Management						
Search 5 types		12"						
12"		Default Elevation	0' - 0"					
15"		Cabinet Material	-1					

Next, select Change Libraries.

Family Types	File History	Library Management
Change libraries		•
AEC - Architectu	Ire	
AFC - Structural		

From here, uncheck all the libraries and then select Save Libraries.



If one of the libraries is greyed out, then that means that you don't have permission to delete this content because you are not a Library Admin for that library.

If a piece of content has been removed from all available libraries, you will be asked to confirm whether you want to delete the content. If you do, then select Yes.



Once you have done that, then the content will no longer be in UNIFI.