## **Procedures for Deleting GoldSheets in Your Liquid Office Inbox** September 2019

These procedures are used to delete a GoldSheet, one GoldSheet at a time, from your inbox or a work queue where you are an authorize user.

1. Sign into Liquid Office



2. Navigate to the inbox or the work queue were the GoldSheet is located by clicking on the appropriate tab in the Liquid Office dashboard.



3. Select the checkbox next to the inbox item you wish to delete.

Fo	olders	Inbox		Ser	nt Items	Saved Items	Work Queues	
R	efresh							
						Search	÷	
		() B	0		Subject	2	Task Name	Originator
1	$\checkmark$	20	4	5	145554 -		Goldsheet Start	Musselman, Rebecca J [VPR]
2		20	•	5	142233 -		Goldsheet Start	Musselman, Rebecca J [VPR]
3		20	٠	5	138172 -		Goldsheet Start	Musselman, Rebecca J [VPR]

4. Click the Transfer button on the top right of your screen.

Rich, Andrea K [S · 또 탑 한 ① ? Save Reject/Delete Transfer << < 1 of 2 > >							
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Save Reject/Delete Transfer << 1 of 2 > >				*	약: 📳	0 ?	
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	Save	Reject/Delete	Transfer	<< <	1 of 2	>	>

5. Click on the Search button in the top middle of your screen.

Transfer Form: Goldsheet_Initiate_BPM v6_1					
- Transfer to:					
User	Search				
Send	Back Cancel				
Notes:					
Subject	145554 -				
Notes					

6. A new window will open, type "delete" in the search box and click on the Search button.

-	🧕 LiquidOffice - Mozilla Firefox			×
	(i) A https://grants.its.iastate.edu/lfserver?DFS_Action=RouteListFavoriteTargets&DFS_ByW	•••	♥ ☆	≡
-	Search Users			
	OK Reset		Cancel	
	delete Search in Everywhere V contains V			
-	Recently addressed Users Use	rID		

7. The search will return the "LO Delete Collector [ITUIS]" in the results. Select the radio button in front of the delete collector and then click on the OK button in the top right.

Search Users				
		OK	Reset	Cancel
delete	Search in Everywhere	∽ con	tains ~	RECENTLY USED
🧾 User Name	UserID			
1 Delete Collector [ITUIS]	lo_delete	users.its.iastate.e	du.ISU	

8. The following will appear. Click on the top Send button under the "Transfer to:" box.

Transfer Form: Goldsheet_Initiate_BPM v6_1				
- Transfer to:				
User	LO Delete Collector [ITUIS]	→ Search		
Send	Back Cancel			
Notes:				
Subject	145554 -			

The GoldSheet is now deleted from your Inbox.