


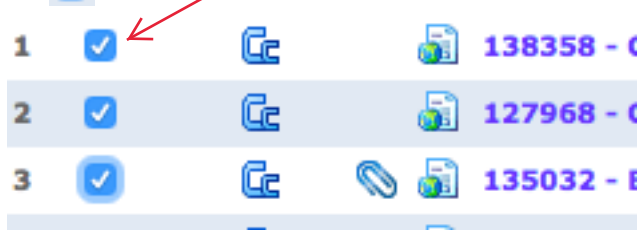
# Delete Form Copies from Liquid Office

Form Copies are copies of routed Goldsheets that are sent to the PI, GoldSheet Initiator, and Departments during the routing process. The form copy serves as a record of the GoldSheet as it was signed/approved so that it can be referenced later by looking in the PI or Initiator's inbox, or a department's work queue. Form Copies can be deleted from either an Inbox or from a departmental work queue using the following process.

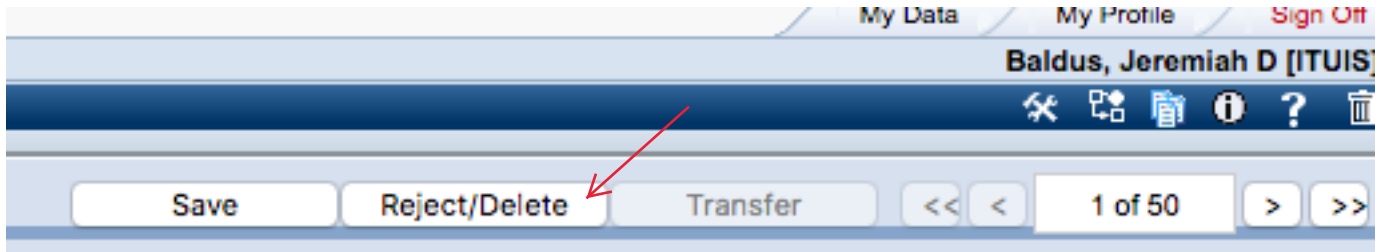
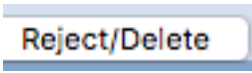
1. Open Liquid Office dashboard and navigate to the Inbox (PI or Initiator) or Work Queue (Department) Tab
2. Click the status(  ) button so that the form copies (CC) appear first.



3. Check  each item to be deleted.



4. Press the Reject/Delete Button



5. Click OK

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Do you really want to Delete the selected document(s)?

