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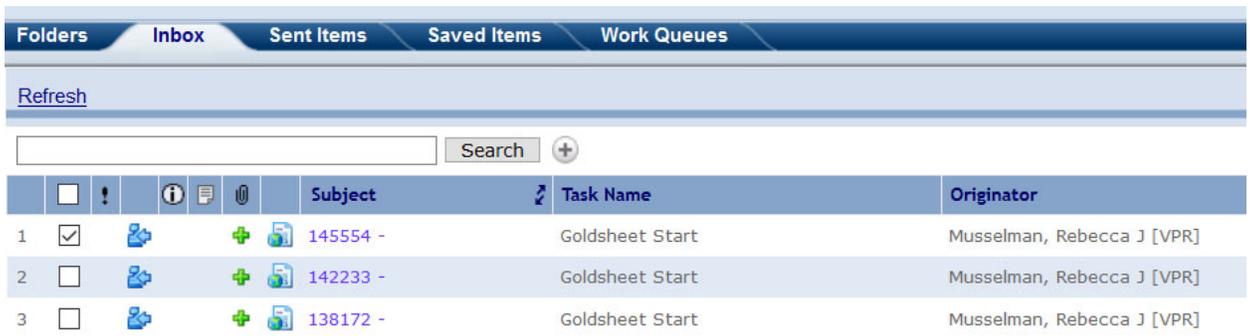
4. Click the Transfer button on the top right of your screen.
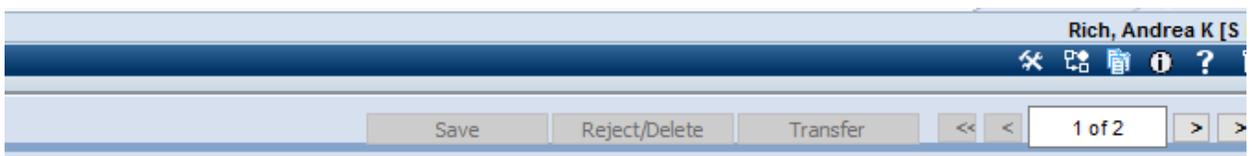
5. Click on the Search button in the top middle of your screen.

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

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.

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

The GoldSheet is now deleted from your Inbox.