

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.

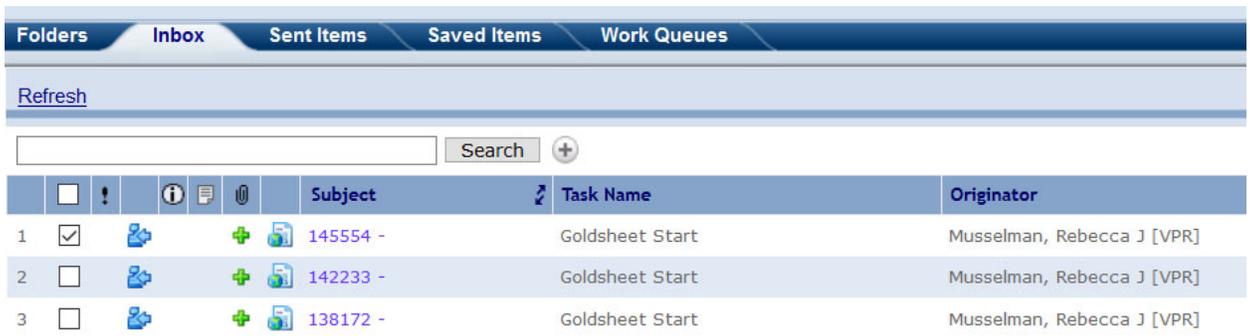
1. Sign into Liquid Office



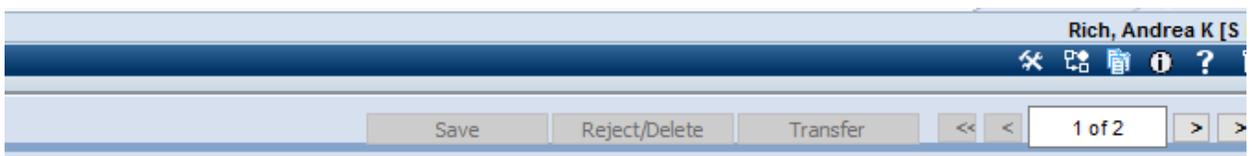
2. Navigate to the inbox or the work queue where the GoldSheet is located by clicking on the appropriate tab in the Liquid Office dashboard.



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.

Transfer Form: Goldsheet_Initiate_BPM v6_1

Transfer to:

User

Notes:

Subject

Notes

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

LiquidOffice - Mozilla Firefox

https://grants.its.iastate.edu/lfserver?DFS_Action=RouteListFavoriteTargets&DFS_ByWo ...

Search Users

in

	Recently addressed Users	UserID

- 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

in RECENTLY USED

	User Name	UserID
1	<input checked="" type="radio"/> LO Delete Collector [ITUIS]	lo_delete.users.its.iastate.edu.ISU

- 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

Notes:

Subject

Notes

The GoldSheet is now deleted from your Inbox.