

## **Deleting Work**

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Lytho ProTip: Deleting is permanent in Lytho Workflow. Considerarchiving (https://guide.lytho.com/help/archiving) work if you might need it later.

## **Deleting Single Work Items**

No matter what you are deleting in Lytho Workflow, the process will be the same. To permanently delete an item, navigate to the appropriate list view and click the options icon to the right-hand side of the slat and select **Delete.** 

| 8 Work                                     | My Work  | Add Task Add Proof   |
|--|--|--|
| Q. My Work<br>All Work                     | Q. Sanch. Q. II List v II Sant v ♥ Fillers v   |  |
| ed<br>SHARED WITH ME<br>Work Due This Week | l Pachhad Salas Nell Achhad ∝   West Salas (?) ∞   A Thur by Assignme (?) ∞  <br>1-3 of 3  | Clar v   |
| SHARED WITH OTHERS     Spring Campaigns    | Copyorting           State 2014 Conversionment - Compare Hot for familias           Summer Conversionment - Compare Hot for familias   | Start New Timer  |
| + Add View                                 | ⊙ Delga/ Sterinoge         5 minute           Sering 2014 Social Cancer         10 minute 0 Lift           Image: Imag | Move to Project<br>Remove from Project<br>Duplicate<br>Archive |
| 100<br>100                                 | Chair and airchive project           Sayang State Constraints           Sayang State Constraints           Backett   | Dalate   |
| ©<br>G<br>?                                | 15#3 ( C )   | 20 per poge 🗸  |

The system will ask you to confirm your selection by clicking **Delete** a second time. Once you select this option, you will no longer be able to restore the deleted item.

|                     | Delete Ta                              | ask?            | × |
|---------------------|--|-----------------|---|
| Copywr<br>This will | l delete the task,<br>ted files, comme | , including all |   |
|                     | Delete This                            | s Task          |   |

Alternatively, if you are already in the work item, you can select the **Options (...)** from the top right corner and select the **Delete** button. Just like in the list, you will be asked to confirm your selection.



| Requests   | Asset request   | A Submitted  |
|--|---|--|
| My Requests<br>Submitted By Me<br>Shared With Me<br>All Requests | OVENUE  REQUEST HETORY  I Campy Ensuing work to be inviewed and accepted.   | DETAIL:<br>DETAIL:<br>Share<br>Memb<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solution<br>Solut |
| Mr VEWS<br>Change Requests                                       | Request Progress  | Cr Delete<br>Request Form<br>Communications - Asset request form<br>Add Tag  |
| SHARED WITH OTHERS<br>Open Requests<br>Henry Harris - Due Next   | Repert Dials: Writen 1 -  | COMMENTS ACTIVITY  |
| + Add View   | Only use this form if you are a member of the Commis team if you are not a member of the Commis team, please use the "General Asset Request Form"<br>How you checked the DMM for the samt you need?"<br>The<br>Please describe the asset you need.<br>I need an advertisenet gives that will describe our new products and monthiste them to look at our website for more info. | Add a comment  |

The ability to delete is based on your assigned userpermissions (https://guide.lytho.com/help/managing-roles-and-permissions#assigning-permissions).

If a Campaign, Project, Task, or Proof that is associated with a Request is deleted, the initial Request will return to a "Submitted" status. From there, Team Members can work with the requester to modify the Request, delete the Request, or approve it into a different type of work item.

## **Deleting Multiple Work Items**

Starting from the Table View (https://guide.lytho.com/help/table-views) within a Project or a work custom view (https://guide.lytho.com/help/custom-views), click the box to the left of each appropriate work item to select and have an activity bar appear at the bottom of your screen. Select Archive, Unarchive, or Delete to affect all selected items at once. You will be asked to confirm your choice after you've clicked your action.

| 8              | Projects     | True Soap Scents                              |       |   |
|----------------|--------------|---|-------|---|
|                | My Projects  | OVERVIEW REQUEST                              |       |   |
| ~ <sup>′</sup> | All Projects | Add Task Add Proof Add Group                  |       |   |
| •              | + Add View   | I List vota ▼ Filters ∨                       |       |   |
| Ø              |              | III List V<br>III Table                       | Clear |   |
| ⊳<br>8         |              | E Calendar<br>E Cant + +                      |       | - |
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| ш<br>0         |              | ⊘ Create and Finalize Ad<br>© ⊕ betty-he2 30M |       |   |
|                |              | Addatuk.                                      |       |   |

Accessing the Table View from within a project



| All Work                                     |                               |                   |                    |          |         |                 |         |
|--|-------------------------------|-------------------|--------------------|----------|---------|-----------------|---------|
| 围 Table マ i↓ Sort マ 〒 Filters マ DD Columns マ |                               |                   |                    |          |         |                 |         |
| 1-7 of                                       | 7                             |                   |                    |          |         |                 |         |
|  | WORK NAME                     | START DATE & TIME | DUE DATE & TIME >  | COMMENTS | FILES   | ARCHIVED STATUS | TAGS    |
|  | Proof for review              |                   | 10/13/2022 5:00 PM |          |         | Not Archived    |         |
|  | Gather information            |                   | 10/28/2022 5:00 PM |          |         | Not Archived    |         |
|  | Brainstorm design             |                   | 11/15/2022 5:00 PM |          |         | Not Archived    |         |
|  | 1st draft of copy due         |                   | 11/16/2022 5:00 PM |          |         | Not Archived    |         |
|  | Pull Images for Social Ad     |                   | 02/24/2023 5:00 PM | 1        |         | Not Archived    |         |
|  | Get copy approved by team     |                   | 02/24/2023 5:00 PM | 1        |         | Not Archived    |         |
|  | Send deliverable to requester |                   |                    |          |         | Not Archived    |         |
| 1-7 of                                       | 7                             |                   |                    |          | <       | 1 >             |         |
|  |                               |                   |                    |          | _       |                 |         |
|  |                               |                   |                    |          |         | ם Delete        |         |
| Work II                                      | em Selected                   |                   |                    | _6       | Dates 🗄 | ] Unarchive 🗇   | Archive |

Lytho ProTip: Scrolling all the way to the bottom of your list will allow you to change the number of items your list will show per page. Use this selector to increase the number of items you're able to bulk change at once.

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