

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
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ed SHARED WITH ME Work Due This Week	l Pachhad Salas Nell Achhad ∝ West Salas (?) ∞ A Thur by Assignme (?) ∞ 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 Remove from Project Duplicate Archive
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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 This will	l delete the task, 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 Submitted By Me Shared With Me All Requests	OVENUE REQUEST HETORY I Campy Ensuing work to be inviewed and accepted.	DETAIL: DETAIL: Share Memb Solution Solut
Mr VEWS Change Requests	Request Progress	Cr Delete Request Form Communications - Asset request form Add Tag
SHARED WITH OTHERS Open Requests 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" How you checked the DMM for the samt you need?" The Please describe the asset you need. 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.

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	My Projects	OVERVIEW REQUEST		
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Accessing the Table View from within a project



All Work							
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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 >	
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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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