Deleting Work

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> Lytho ProTip: Deleting is permanent in Lytho Workflow. Consider archiving (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.**
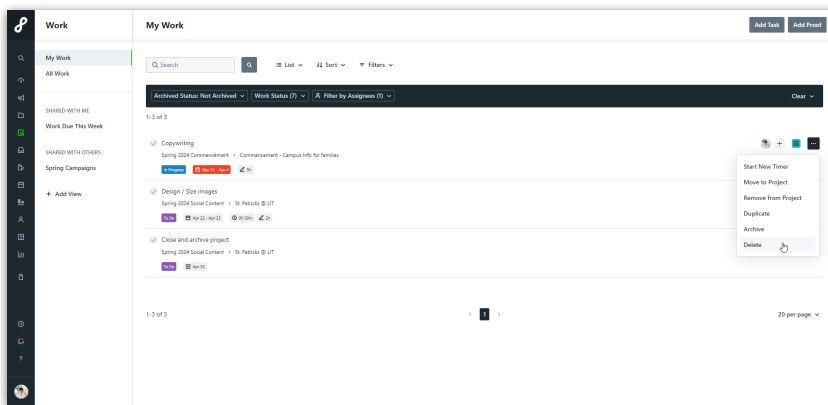
The system will ask you to confirm your selection by clicking **Delete** a second time. Once you select this option, you will no longer be able to restore the deleted item.
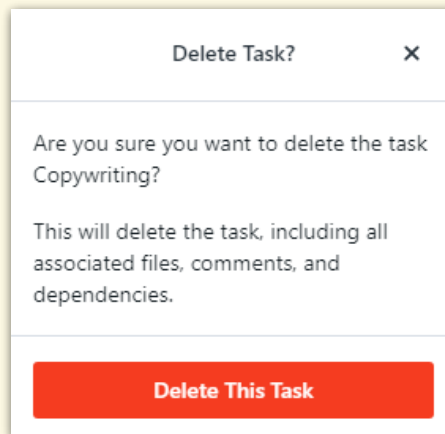
Alternatively, if you are already in the work item, you can select the **Options (...)** from the top right corner and select the **Delete** button. Just like in the list, you will be asked to confirm your selection.
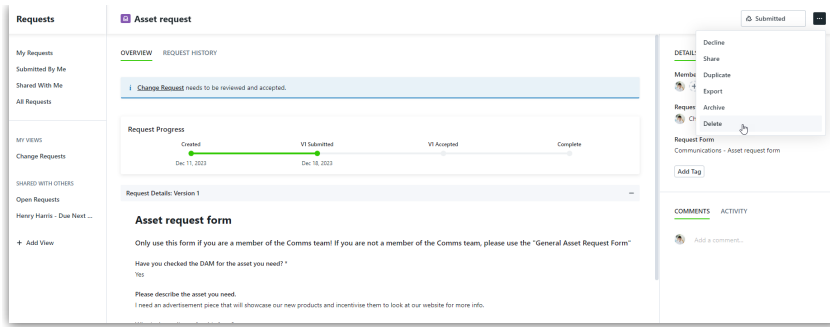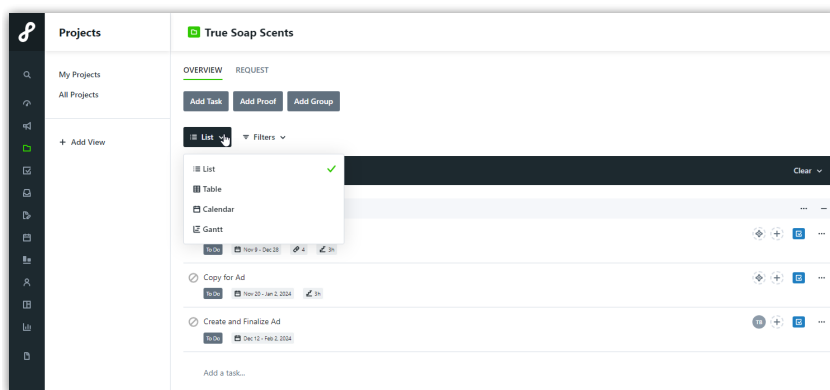
💡 The ability to delete is based on your assigned user permissions (https://guide.lytho.com/help/managing-roles-and-permissions#assigning-permissions).

ℹ️ 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.

Accessing the Table View from within a project

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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