

Deleting Documentation Folder in SpendLogic

8 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Toni Pullum	Dec 10, 2024	Dec 13, 2024

STEP 1

Log in to your SpendLogic Account

STEP 2

You can only delete a Documentation Folder that is assigned to you.

Note: You cannot delete a Documentation Folder that is locked. If you do, have your manager contact help@spendlogic.com with a request for the documentation folder to be deleted.

STEP 3

Search for the report you want to delete in the Search Reports function.

STEP 4

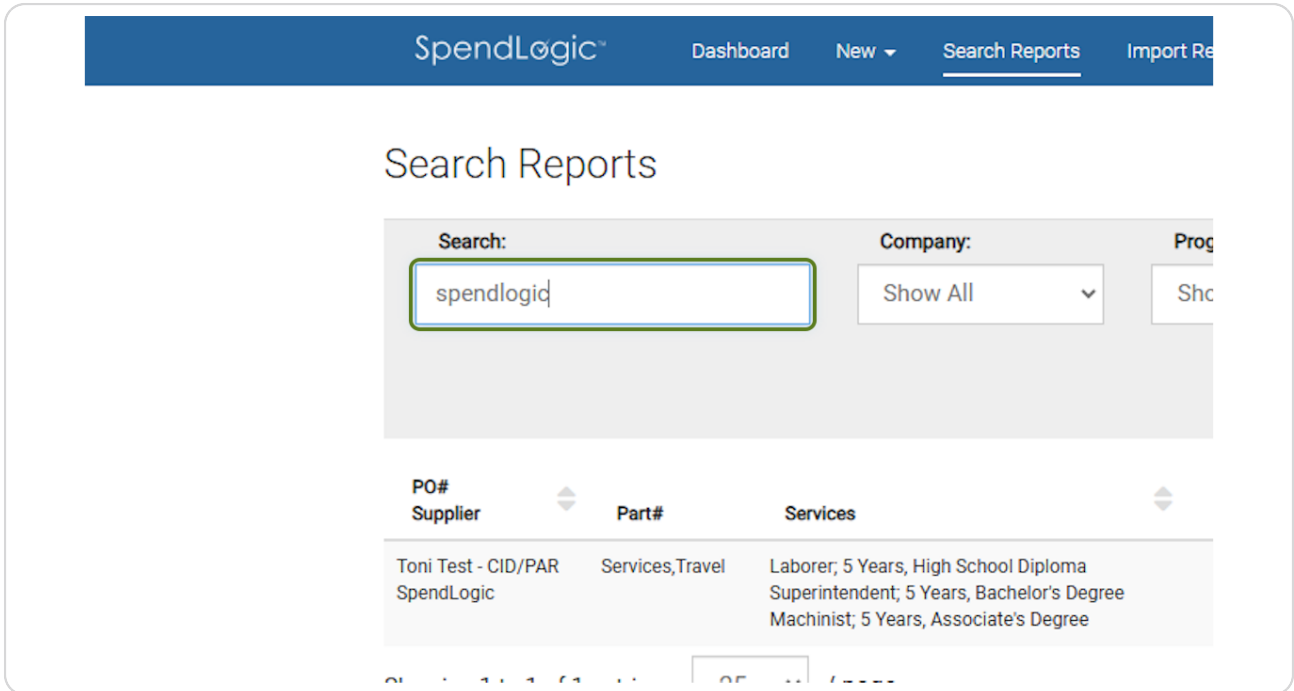
Click on Search Reports on the top banner of the screen

The screenshot shows the SpendLogic dashboard with the 'Search Reports' tab selected in the top navigation bar. The dashboard displays 'Your recent files:' divided into two columns: 'In Work' and 'Completed or Finalized'. Each file entry includes an icon, the file name, and the last updated date.

Category	File Name	Last Updated
In Work	SpendLogic PO #: Toni Test - SpendLogic Program Name: Documentation Folder	12/10/2024 05:20 PM (PST)
	SpendLogic PO #: Toni Test Card# 2148-1 Program Name: Documentation Folder	11/26/2024 03:06 PM (PST)
	SpendLogic Purchase Order #: Toni Test - CID/PAR Procurement Name: Toni Testing (2) Part Numbers Non Competitive Price Analysis	11/11/2024 03:55 PM (PST)
Completed or Finalized	SpendLogic PO #: Deleting Change Orders Program Name: Documentation Folder	12/10/2024 05:24 PM (PST)
	SpendLogic PO #: Toni Test Card# 2148 Program Name: Documentation Folder	11/26/2024 01:45 PM (PST)
	SpendLogic PO #: Toni Test - CID/PAR Program Name: Documentation Folder	11/11/2024 04:00 PM (PST)
	SpendLogic Commercial item determination Engineer, Mechanical, Mechanical Engineer CID	11/11/2024 03:58 PM (PST)

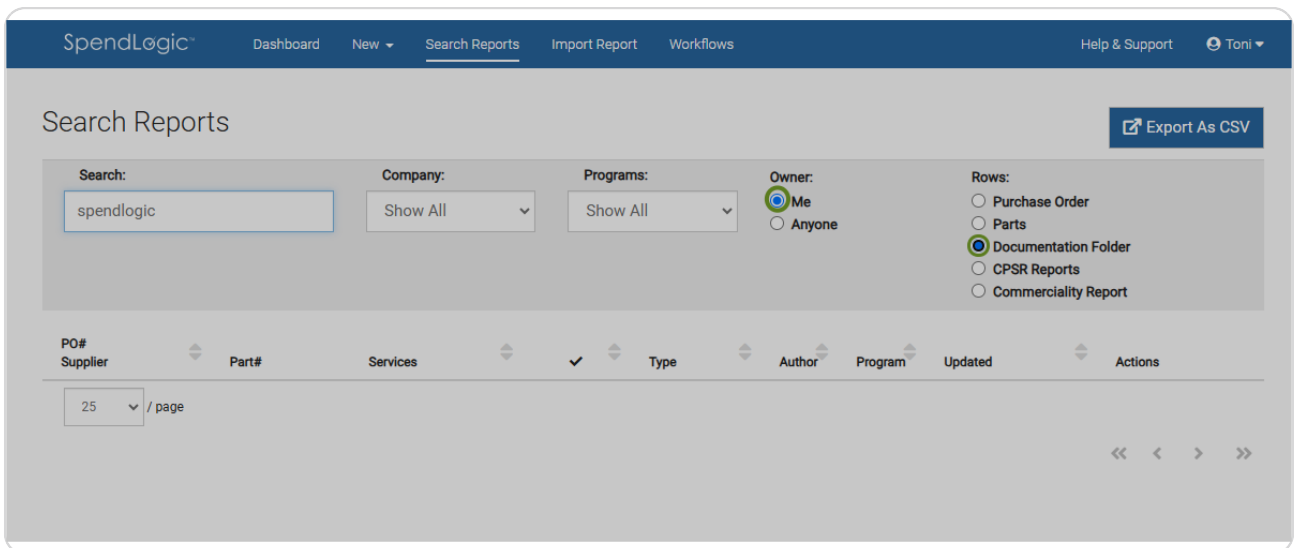
STEP 5

Enter applicable search words in the search bar.



STEP 6

To delete a folder currently assigned to you, ensure that the Owner selected is "Me" and the Documentation Folder is selected under rows.



STEP 7

Click on the red trash can on the right hand side of the report you want to delete.

The screenshot shows the 'Search Reports' page in SpendLogic. At the top, there are navigation tabs: Dashboard, New, Search Reports (active), Import Report, and Workflows. On the right, there is a 'Help & Support' link and a user profile 'Toni'. Below the navigation is a search bar with the placeholder 'Search Part #, description, PO#'. To the right of the search bar are filters for 'Company' (Show All), 'Programs' (Show All), 'Owner' (Me selected, Anyone), and 'Rows' (Purchase Order, Parts, Documentation Folder selected, CPSR Reports, Commerciality Report). An 'Export As CSV' button is in the top right. The main area contains a table with the following data:

PO#	Supplier	Part#	Services	Type	Author	Program	Updated	Actions
.	SpendLogic		✓	Documentation Folder	Toni Pullum	DF-DEV	12/10/24 12:33 pm	[Edit] [Share] [Trash]
Toni Test Card# 2148-1	SpendLogic		✓	Documentation Folder	Toni Pullum	DF-DEV	11/26/24 03:06 pm	[Edit] [Share] [Trash]
Toni Test Card# 2148	SpendLogic		✓	Documentation Folder	Toni Pullum	DF-DEV	11/26/24 01:45 pm	[View] [Share] [Trash]
Toni Test - SpendLogic	SpendLogic		✓	Documentation Folder	Toni Pullum	DF-DEV	11/11/24 04:12 pm	[Edit] [Share] [Trash]
Toni Test - CID/PAR	SpendLogic		✓	Documentation Folder	Toni Pullum	DF-DEV	11/11/24 04:00 pm	[Edit] [Share] [Trash]

At the bottom, it says 'Showing 1 to 5 of 5 entries' with a dropdown for '25 / page' and pagination controls showing page 1 of 1.

STEP 8

When the confirmation pops up, click on Delete

Warning: Once deleted it is gone for all time and eternity. There is no recycle bin and SpendLogic engineers cannot get it back.

The screenshot shows the same 'Search Reports' page as in Step 7, but with a modal dialog box overlaid in the center. The dialog box has a white background and a red border. It contains a red warning triangle icon, the text 'Delete Confirmation' in red, and the question 'Are you sure you want to delete this item?' in red. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Delete' (which is highlighted in red).

SpendLogic