How to Delete a Change Order in SpendLogic

8 Steps View most recent version

Created by	Creation Date	Last Updated
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STEP 1

Log in to your SpendLogic Account

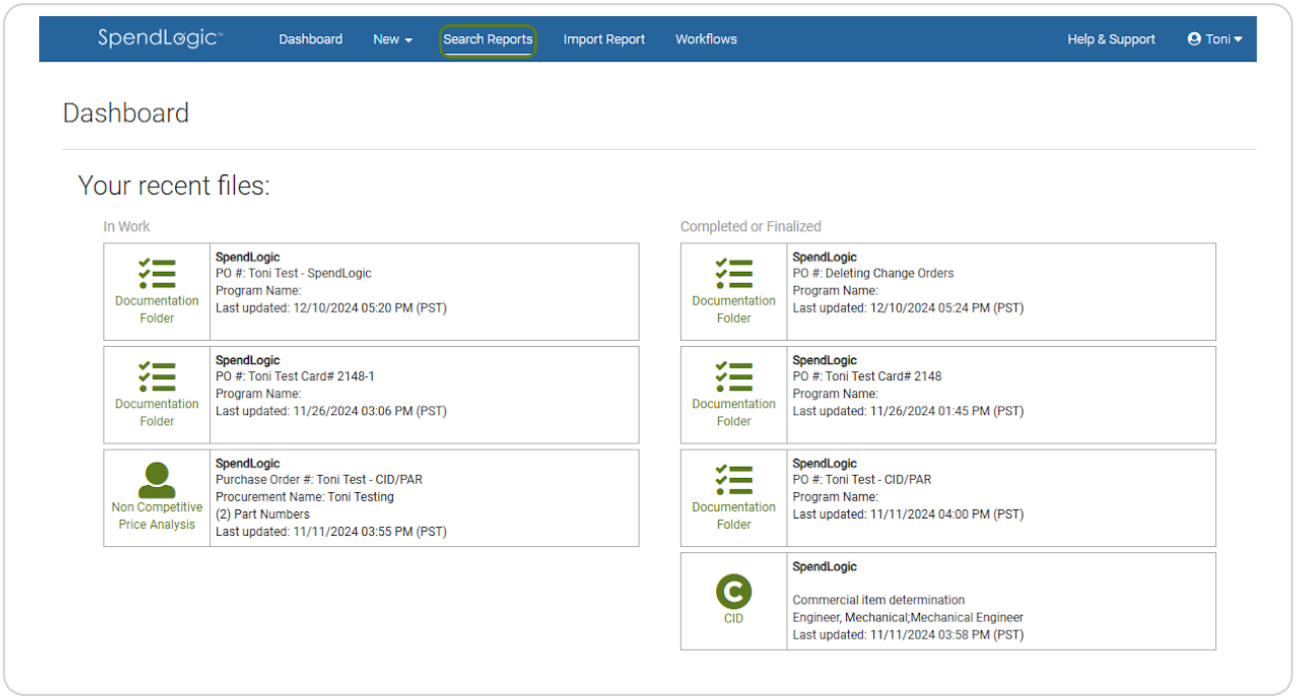
STEP 2

You can only delete a Change Order in a Documentation Folder that is as-signed to you.

Please see How Do I re-assign a Documentation Folder? for steps to re-assign a folder to you.

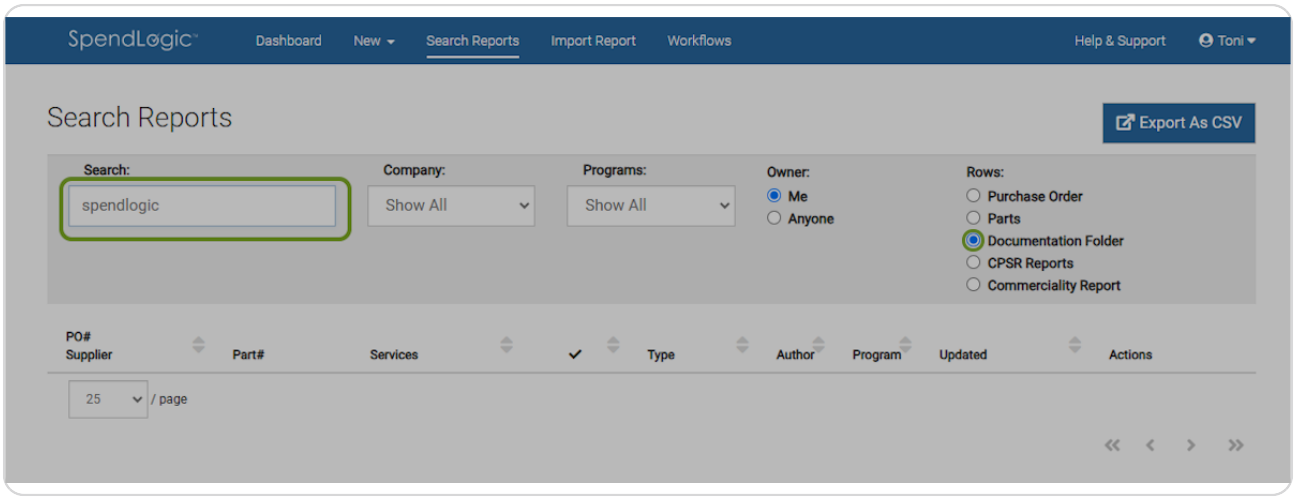
STEP 3

Search for your Documentation Folder by clicking on Search Reports on the top banner of the screen.



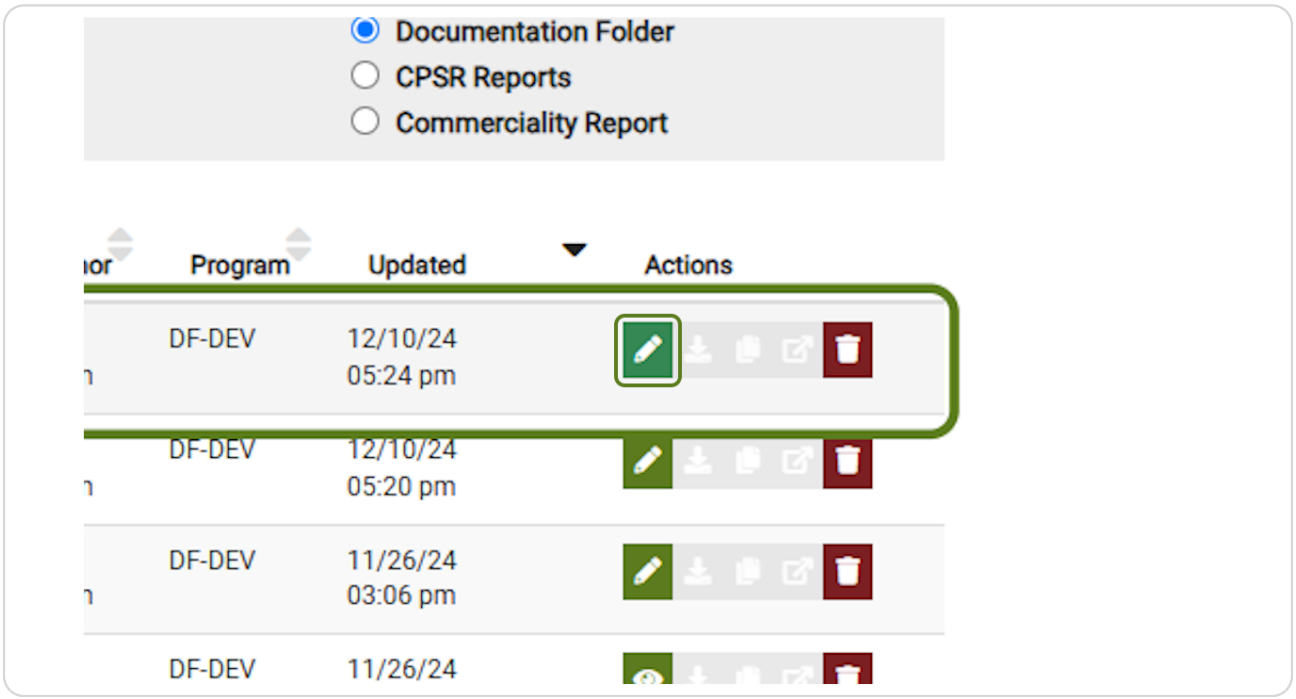
STEP 4

Enter applicable search words in the search bar and select Documentation Folder under Rows.



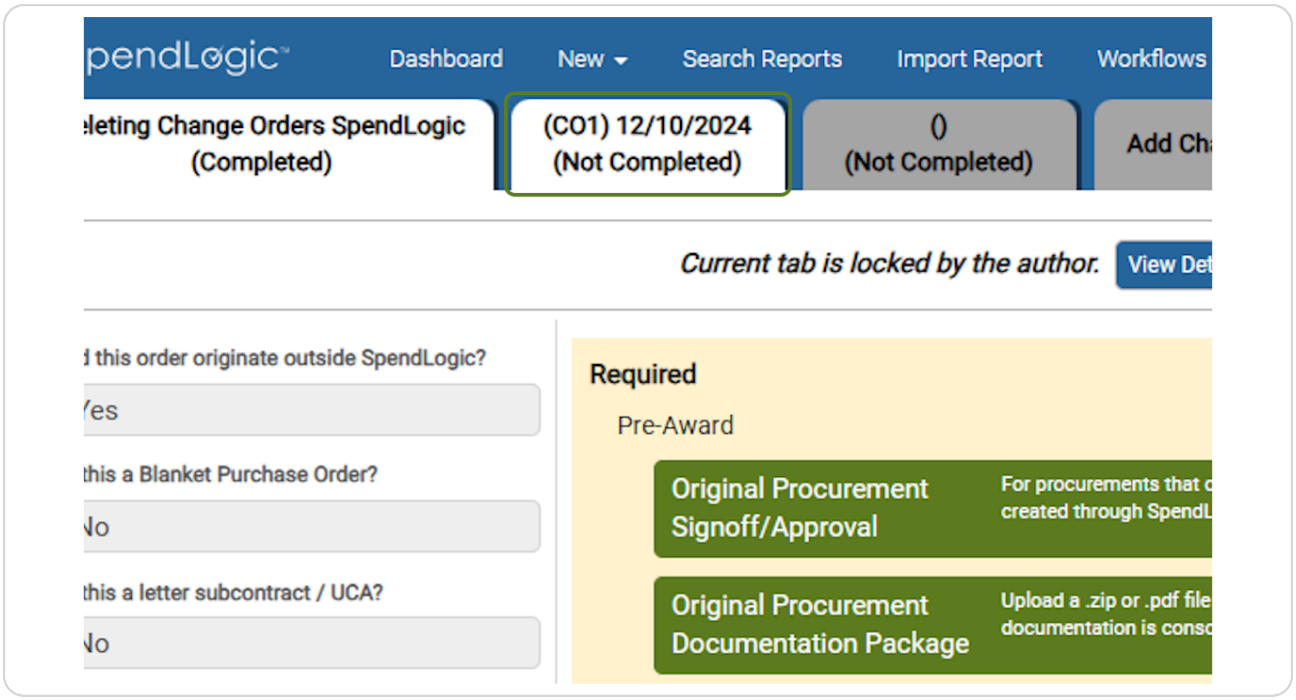
STEP 5

Click on the green pencil (Edit) icon on the right hand side of the report you want to edit.



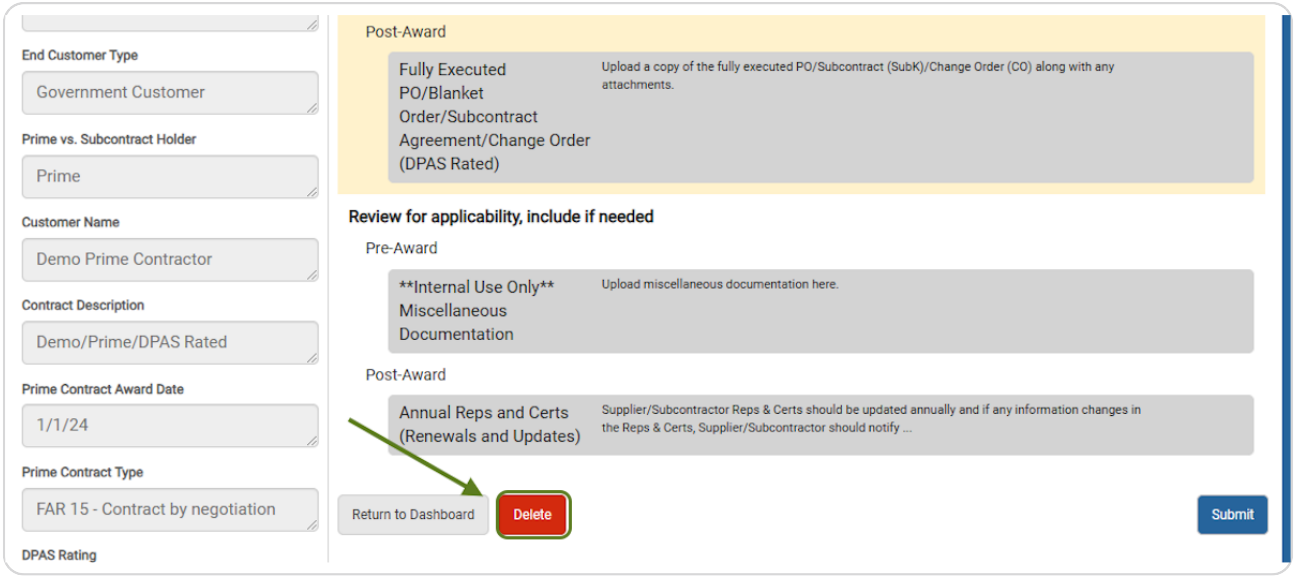
STEP 6

Once the Documentation Folder is opened, click on the Change Order tab that you want to delete.



STEP 7

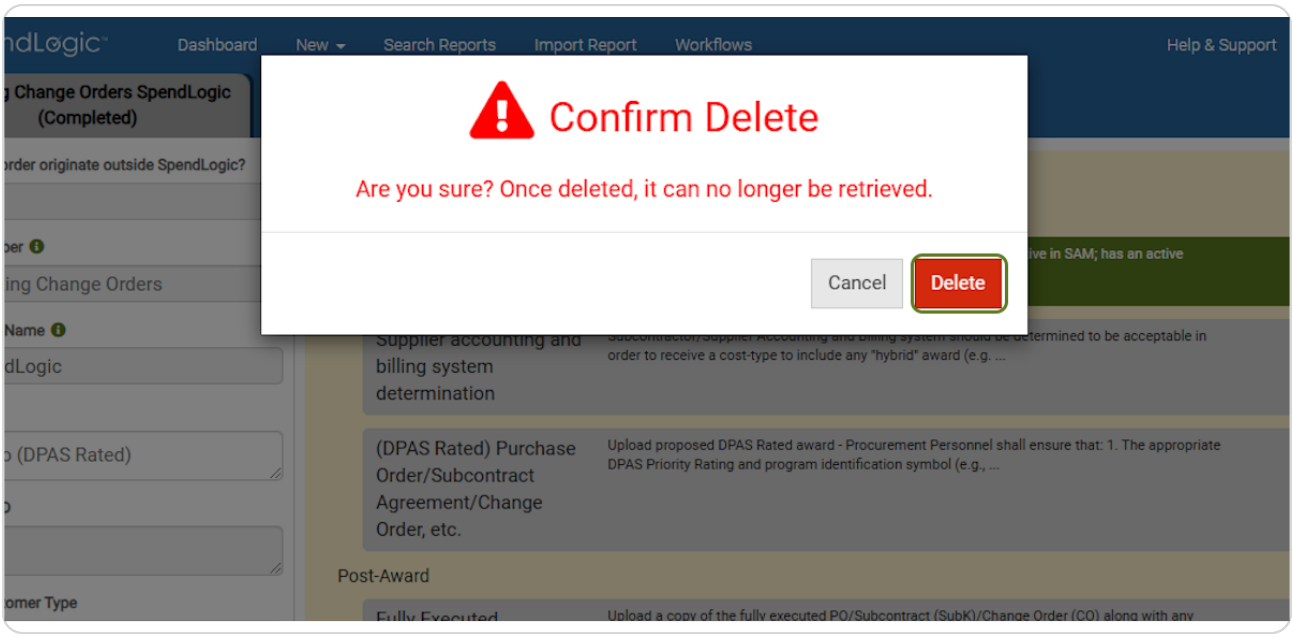
Click on Delete button located at the bottom of the right hand folders



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.



SpendLogic