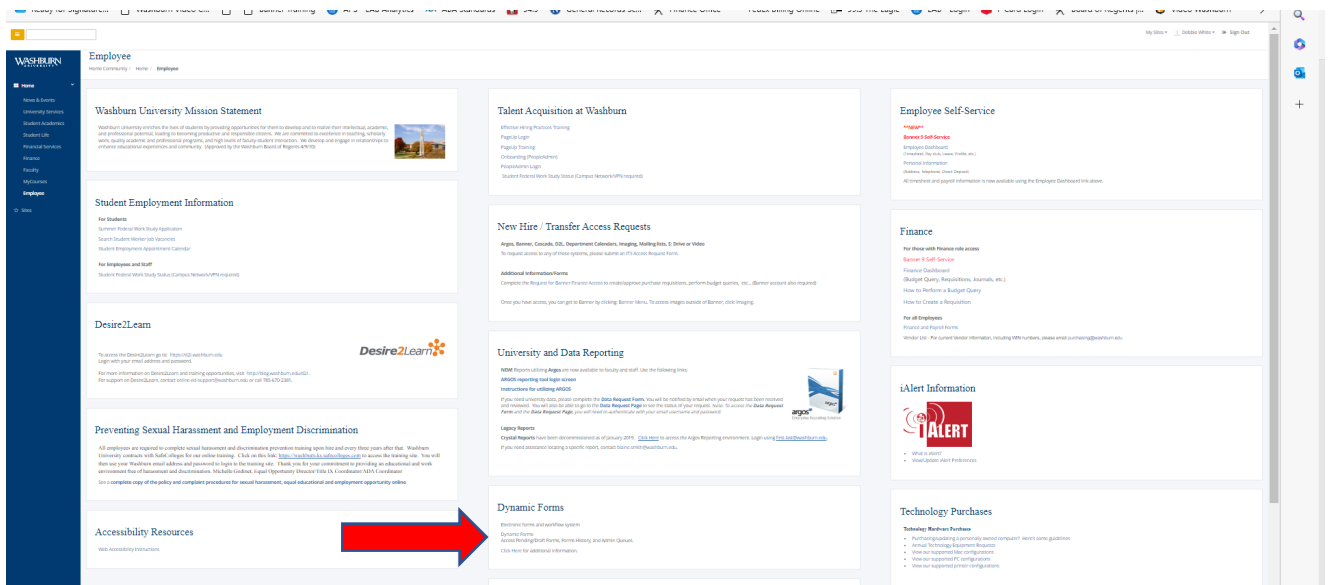
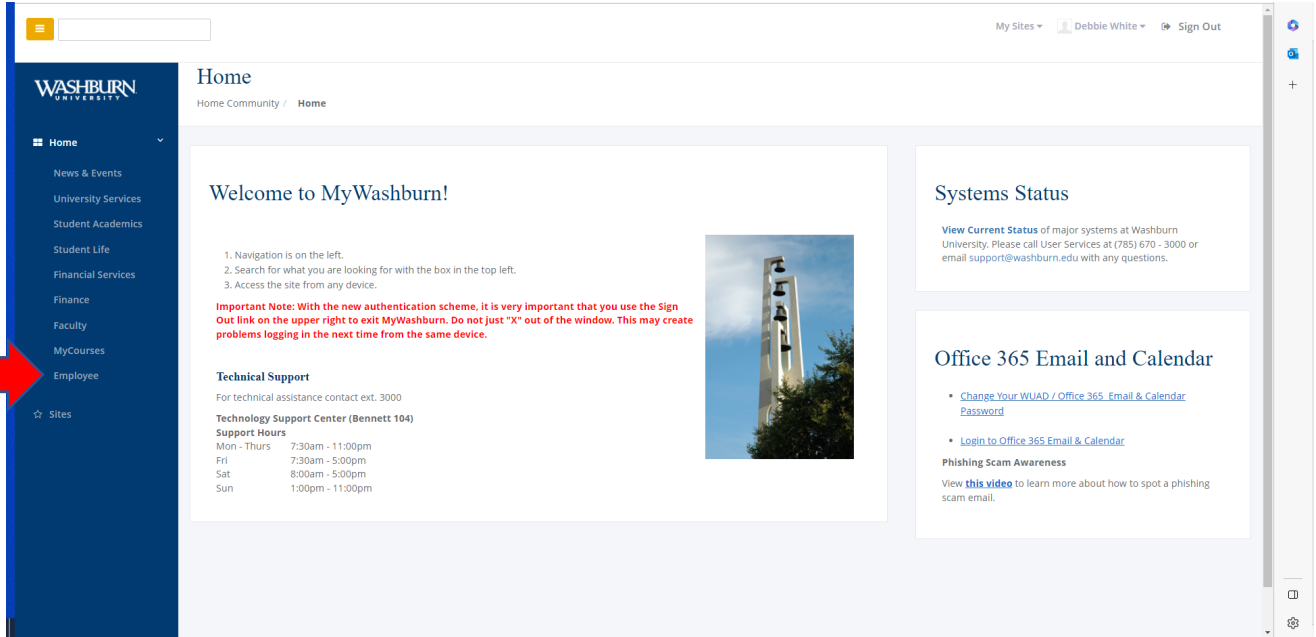
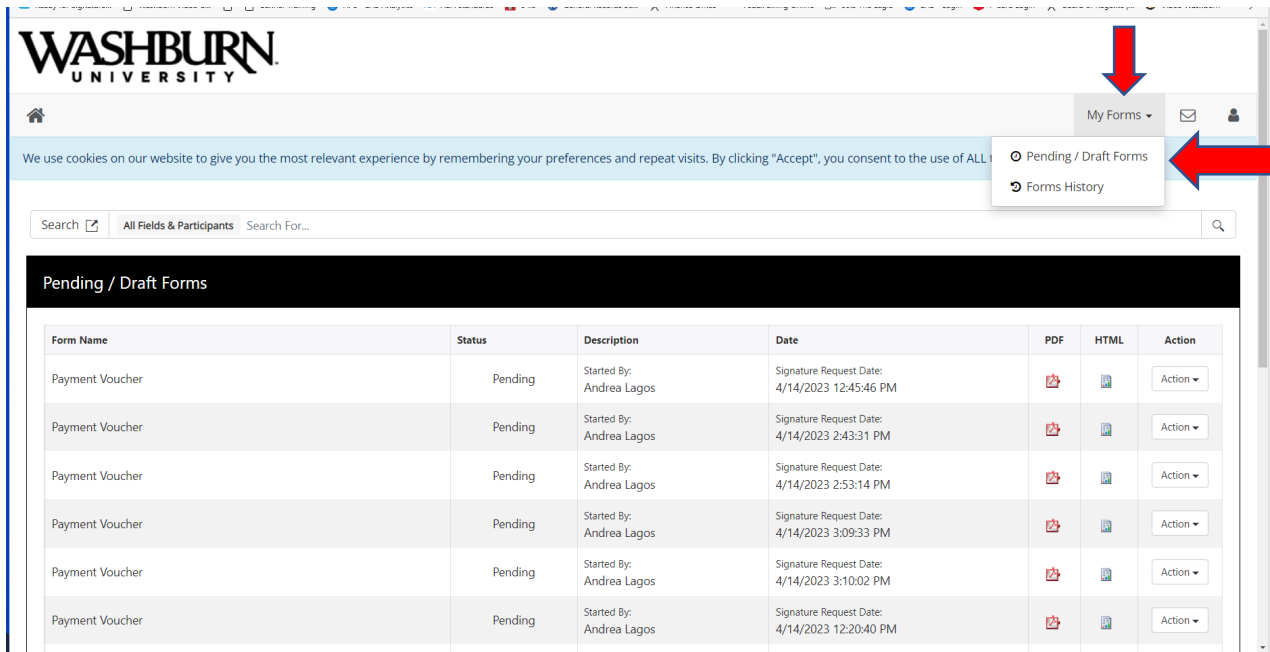


Dynamic Form (DF) Form Deletion Instructions

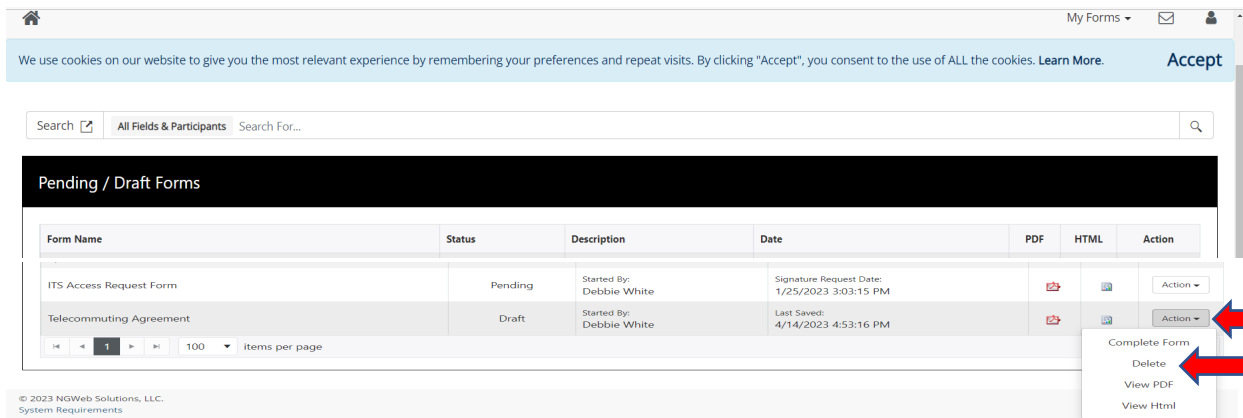
Dynamic Forms (DF) can be found by logging into myWashburn -> Employee -> Dynamic Forms.



If the Pending/Draft forms do not come up on your screen, select “My forms, Pending/Draft Forms”.



Notice the Status column of the forms. In order to delete a form, you no longer need, the Status must show as “Draft”. If “Draft” is shown, click on the Action arrow and select Delete. You will be asked “Are you sure you want to delete this form?”, select “Delete”. The form will no longer appear in your Pending/Draft Forms queue.



If a form does not show Draft, click on the Action and Choose Complete Form.

Form Name	Status	Description	Date	PDF	HTML	Action
Purchasing Card Temporary Increase Request	Incomplete	Started By: Andrea Lagos	Signature Request Date: 4/17/2023 1:17:45 PM			Action ▾
ITS Access Request Form	Pending	Started By: Debbie White	Signature Request Date: 3/29/2023 2:13:07 PM			Complete Form View PDF View Html
Application for Educational Assistance for Employee, Dependent and/or Spouse	Pending	Started By: Debbie White	Signature Request Date: 3/9/2023 3:13:11 PM			
ITS Access Request Form	Pending	Started By: Debbie White	Signature Request Date: 1/25/2023 3:03:15 PM			Action ▾
Telecommuting Agreement	Draft	Started By: Debbie White	Last Saved: 4/17/2023 12:48:06 PM			Action ▾

This will result in the form opening, scroll to the bottom of the form and click on the “Save Progress” button.

Approvals

Dept/Area Head Decision:

Comments:

(click to sign)

Department/Area Head/Sponsor/Student Date
Org1 Signature

Purchasing Office Use:

Remaining Amount on Card:

Current Daily Limit: New Temporary Limit: Increase Amount:

You will receive the following message, click on Log Out if you are done with the form.

Your form has been saved as a draft. If you need to stop working on this form and continue it later, you may find the form in the pending / drafts section under "My Forms"

Return to (or refresh) the Pending/Draft Forms page, the status should now show as “Draft” and you may click on the Action arrow and select “Delete”. You will be asked “Are you sure you want to delete this form?”, select Delete. The form will no longer appear in your Pending/Draft Forms queue.