## 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".

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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.

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

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

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Save Progress Submit Form

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

anc ran e [ r, a	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"
	Continue Log Out

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.