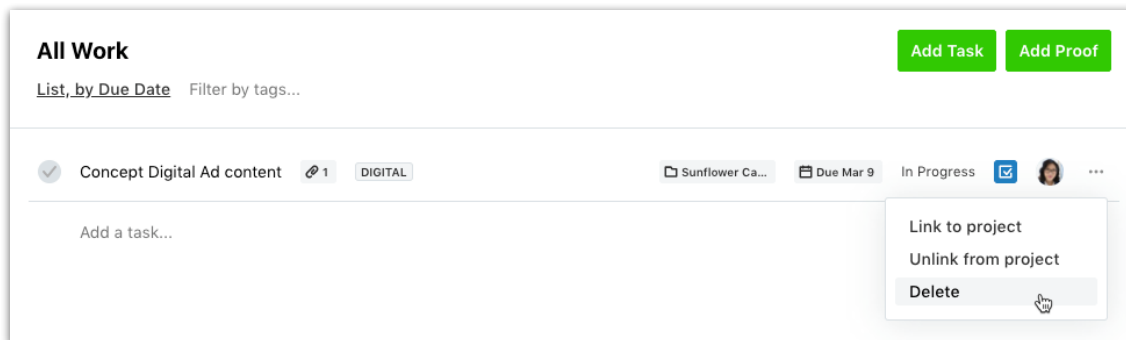


# Deleting a Proof

Published on 02/27/2018

To permanently delete a proof, navigate to the proof list and click the options icon to the right-hand side of the proof slat and select **Delete**. You can also delete a proof from the options icon found in the top right of the proof details.



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 any proof data.

Delete Proof?

X

Are you sure you want to delete the proof Create and finalize ad?

This will delete the proof, including all associated files and comments.

Delete This Proof



The ability to delete a proof is based on your assigned user permissions.



If a proof 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.