

## Deleting a Draft Contract

Deleting outdated draft contracts is an important step in maintaining a clean and accurate contract repository in CalUsource. Follow the instructions below to delete a draft contract. Only the Contract Administrator of that agreement can delete the contract from CalUsource. You should periodically review what draft contracts you have created by going to your **Tasks** menu from the homepage.

### Instructions for deleting a draft contract

1. From your homepage, click on the **Tasks** button. From there, click **Show All** within the **Draft** box.
2. Locate the contract you would like to delete. Alternatively, use the **Search** bar in the upper right-hand corner to search for the contract name or number.
3. In the CalUsource Contract, click the three dots in the upper right-hand corner, called the **Actions** menu, then click **Delete**. This will delete the contract from CalUsource.

You will be prompted to confirm that you are sure you want to delete the contract. If you are sure, then click **Yes** (confirmation not shown). You cannot recover a contract once it has been deleted from CalUsource.

