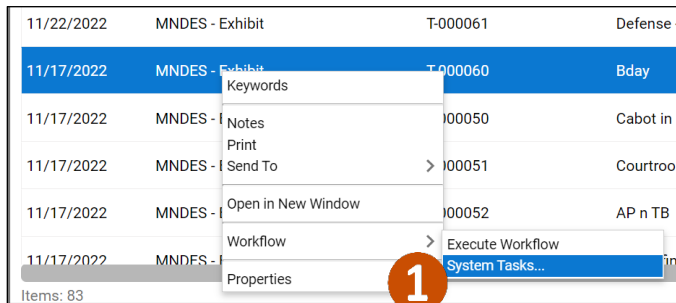


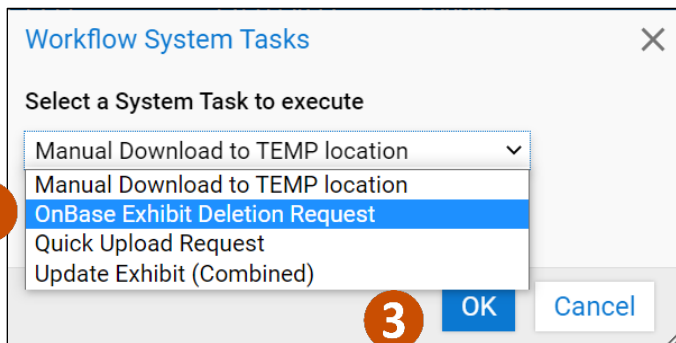
QRG – Deleting Exhibits in the MN Digital Exhibit System (MNDES) for Non-Branch Employees

Request exhibit deletion

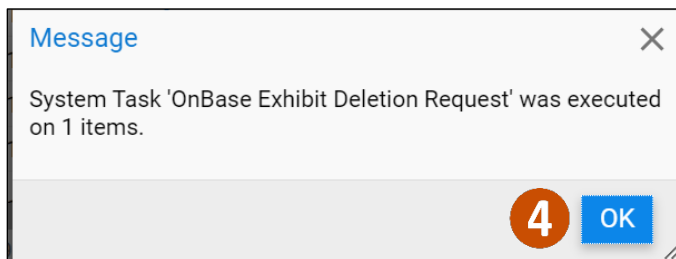
1. Right-click an exhibit, point to **Workflow**, and click **System Tasks**.



2. From the dropdown, click **OnBase Exhibit Deletion Request**.
3. Click **OK**.



4. At the confirmation message, click **OK**.



The deletion request goes to a central queue for review and approval or denial. Once approved, it takes 24 hours to process the deletion. If an exhibit is deleted, the exhibit's status will be updated to Deleted.

If a request is denied, the submitter will receive an email notification about the request denial.

Users will not be able to submit an additional deletion request if another is in review. The Request Delete button is disabled when the status is Deletion Request Pending.