How to Delete Lost Copies

1) Go to Back Office > Inventory>
   After you have finalized all inventories that you have started...
   Click “View Lost”
   (if this button is not visible, they have not finalized all inventories)

2) On the next screen you can delete individually or scroll down to the bottom,
   Enter a date in the field that says “Delete all copies marked “lost” on or before...” and change the date to 2 years ago. This will mass delete all lost copies on or before the date you enter.

3) Click “Delete ALL”