

Deleting a printjob in SafeQ

If you want to delete a print job from your print queue, you can use this guide.

1. Log in to this site <https://safeq.ucn.dk> with your UCN username and password - **in top of the login screen you can choose an English version by clicking on the flag.**



2. Click on "**Reports**" in the left side of the screen and then "**Job list**"



Now you will see a list of the documents, you have sent to print.

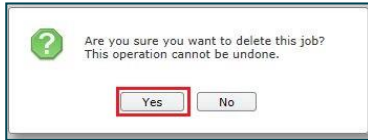
3. Select the document you want to delete by ticking in the white box to the right of the document.



4. Then, click on "**Actions ...**" at the top in the right corner, choose "**Delete selected jobs from spool**"



5. Now you must confirm the deletion of the document, click “Yes” to delete the document



The selected document is now deleted from the print queue.

Problems?

Please contact your local Service Centre or Service Centre HelpDesk by one of the following:

- Call 72 69 99 99
Monday – Thursday kl. 7.30 – 15.00
Friday kl. 7.30 - 14.30
- Send an email at servicecenter@ucn.dk
- Create a support case on the Service Centre [Self Service Portal](#)