Delete a Request for Appointment Form that has NOT been approved yet by supervisor, chair or associate dean

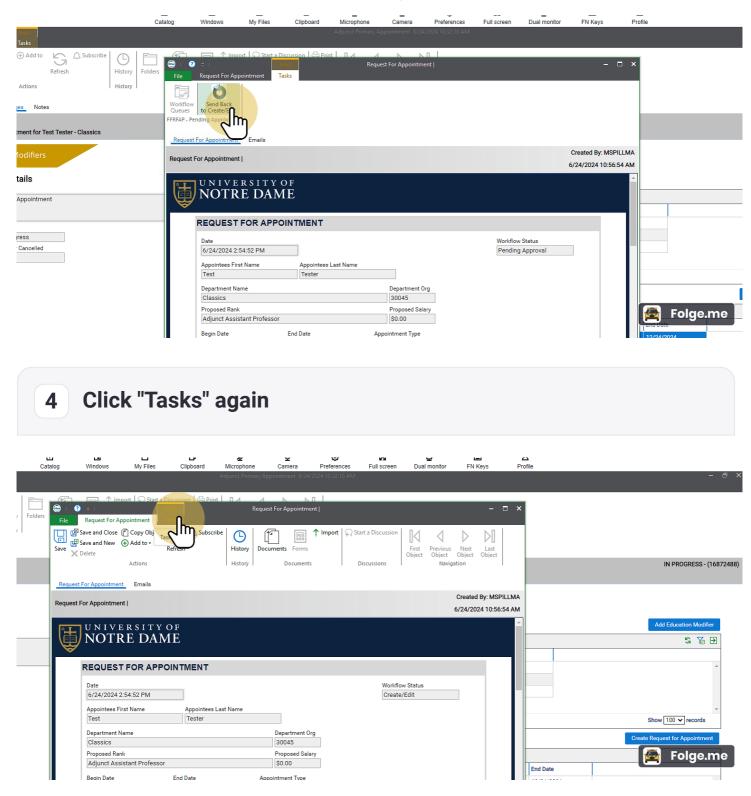
1 Click the "Data Changes" tab and then double click "Pending Approval"

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Click "Tasks" at top of page 2 ± Catalog L My Files Clipboard X Dual me U Windov യ EN Keys ਠ Profile Full scree 9 Request For Appoi Gave and Close (Copy Object) Copy Close Co 1 1 Import 💭 Start a Discussion ᄖ \triangleright \triangleleft D Save History Doc First Obiec Last Object Previous Next Object Object 🗙 Delete IN PROGRESS - (16872488) Actions Request For Appointment Emails Created By: MSPILLMA Request For Appointment | 6/24/2024 10:56:54 AM UNIVERSITY OF NOTRE DAME S 🖌 🗩 REQUEST FOR APPOINTMENT rkflow Status Date 6/24/2024 2:54:52 PM Pending Approval Appointees First Name Appointees Last Name Test Tester Show 100 V records Department Name Department Org Classics 30045 Folge.me Proposed Rank Proposed Salary Adjunct Assistant Professor \$0.00 End Date Pogin Data End Data Appointment Tune

3 Click "Send Back to Create/Edit"

After clicking this step it will "reopen" the Request Form, but you can't edit from this spot.



5 Click "Delete Request for Approval"

You must click this button in order to edit the reopened Form.

