- You can only delete an IT that you initiated
- The IT must be in "NEW" status to be deleted
  - An IT is in NEW status when
    - it was initiated and saved, but not yet submitted
    - it was validated and submitted by the initiator but later rejected back to the initiator by an approver
  - The status of an IT is listed in the **IT Status** field of the IT header



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Find %
Responsibility Application GUI

• Choose the TAMS EIT Application GUI responsibility from the list

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- Double-click on **Requests** to open a list of options
- Choose **Run** by double-clicking on it

Submit a New Request Scherobiococcoccoccoccoccoccoccoccoccoccoccocco				
What type of request do you want to run?				
© Single <u>R</u> equest				
This allows you to submit an individual request.				
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This allows you to submit a pre-defined set of requests.				
QK Cancel				

• When the **Submit a New Request** box opens, accept the default of **Single Request** and click **OK** 

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Run the Job			
📔 — Upon Completion —			

- Click the List of Values icon in the **Name** field of the **Submit Request** screen to open a list
- Choose TAMS EIT Initiator Delete IT from the list by double-clicking on it

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• Enter the Journal ID (IT Number) of the IT you would like to delete in the **IT Number** field of the **Parameters** box

HINT: By clicking on the List of Values icon in the **IT Number** field, you can open a list of all of your ITs that are in NEW status and therefore able to be deleted

• Click OK to go back to the Submit Request screen

😑 Submit Request 🕬 🕫	*****************	×
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• From the **Submit Request** screen, click the **Submit** button to process your request

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ļ	30707639	Program - Reporti	ng Attr		Completed	Cancelled	1, ,

- When the **Requests** screen opens, continue to click the **Refresh Data** button until the request **Phase** column reads Completed and the **Status** column reads Normal
- The IT is now deleted

NOTE: Once an IT is deleted, it can never be retrieved