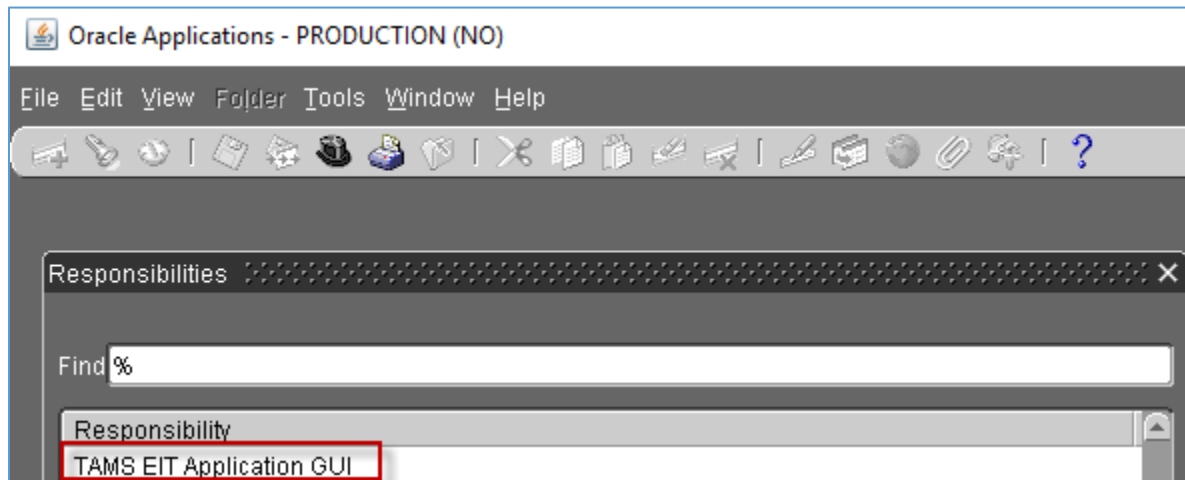


Deleting an IT

- 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

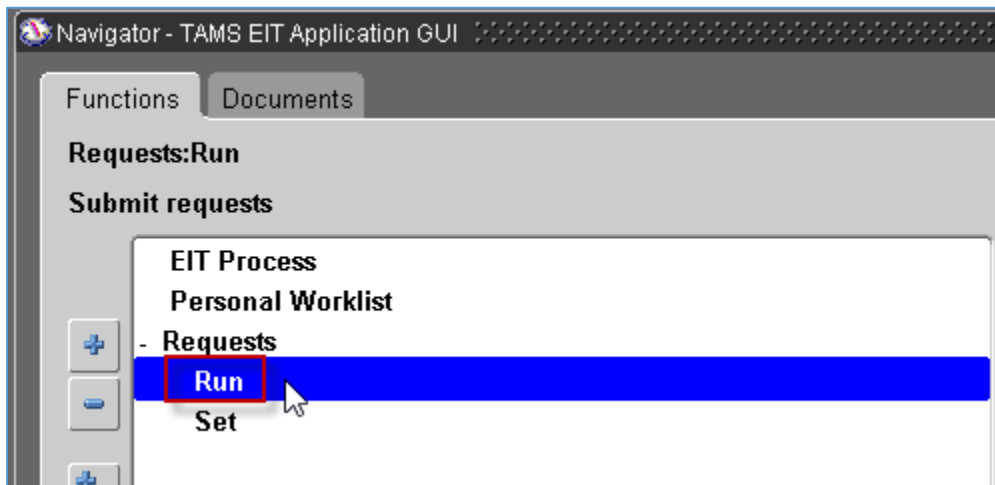
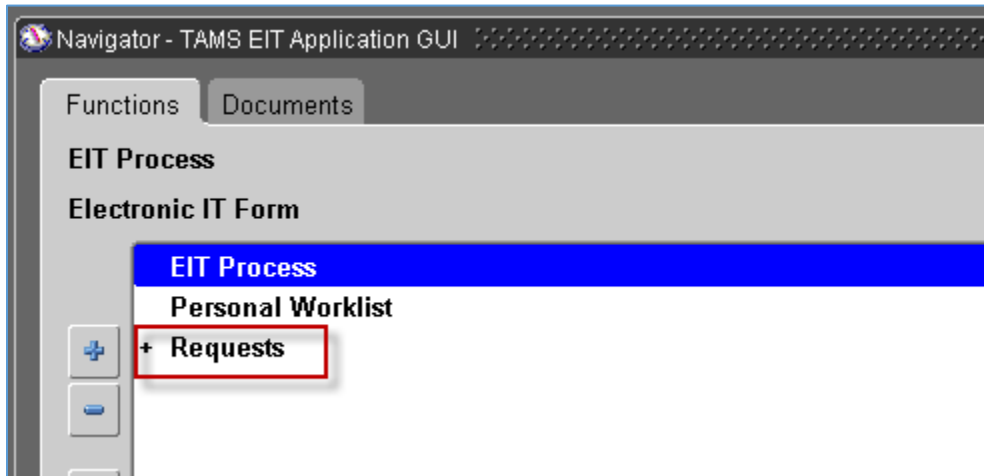
User Name	PSIMONS	Contact Number	5043147966
IT Type	Departmental Correction	Journal ID	C002814
Effective Date	18-SEP-2018	IT Status	NEW
Service Dept		Pending Approval	

Deleting an IT



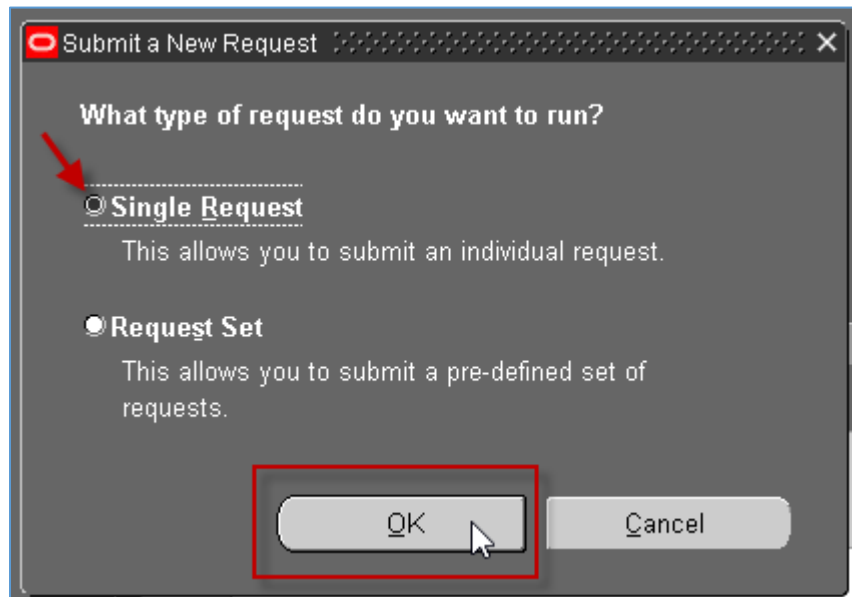
- Choose the **TAMS EIT Application GUI** responsibility from the list

Deleting an IT



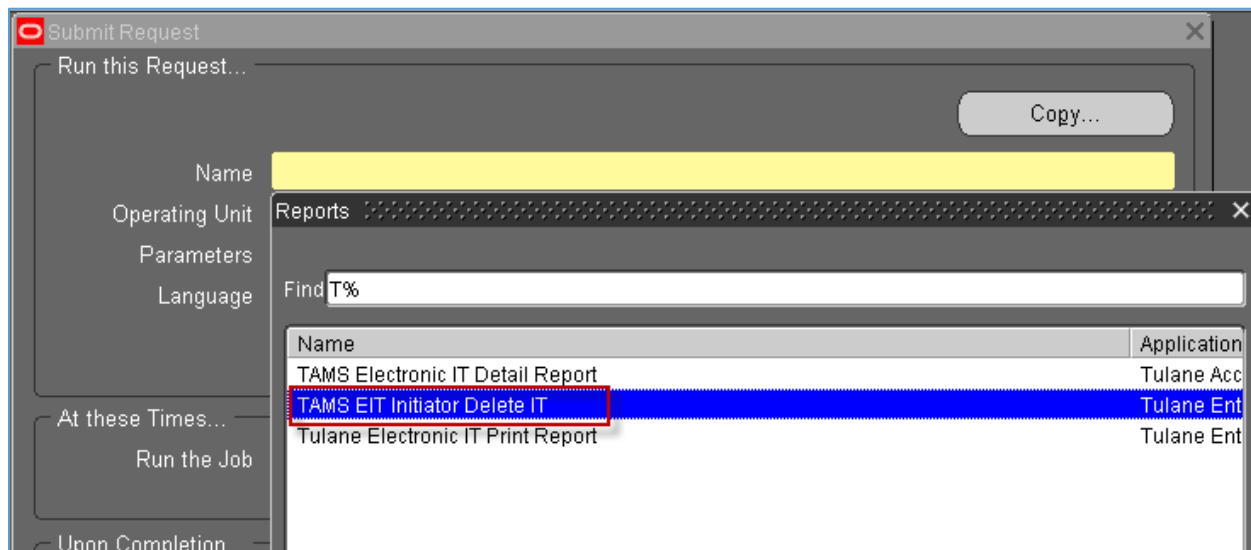
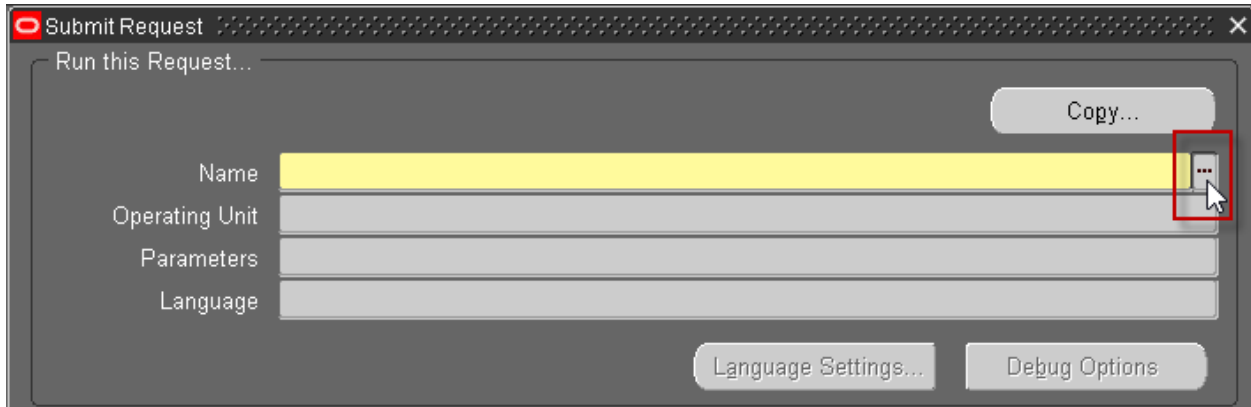
- Double-click on **Requests** to open a list of options
- Choose **Run** by double-clicking on it


Deleting an IT



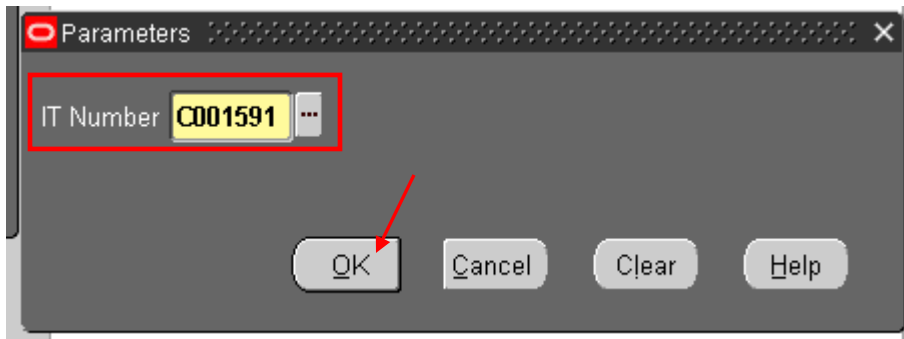
- When the **Submit a New Request** box opens, accept the default of **Single Request** and click **OK**

Deleting an IT




- 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

Deleting an IT



- 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

Deleting an IT

Submit Request

Run this Request...

Copy...

Name **TAMS EIT Initiator Delete IT**

Operating Unit

Parameters **C001591**

Language **American English**

Language Settings... Debug Options

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

Save all Output Files Byrst Output

Layout

Notify

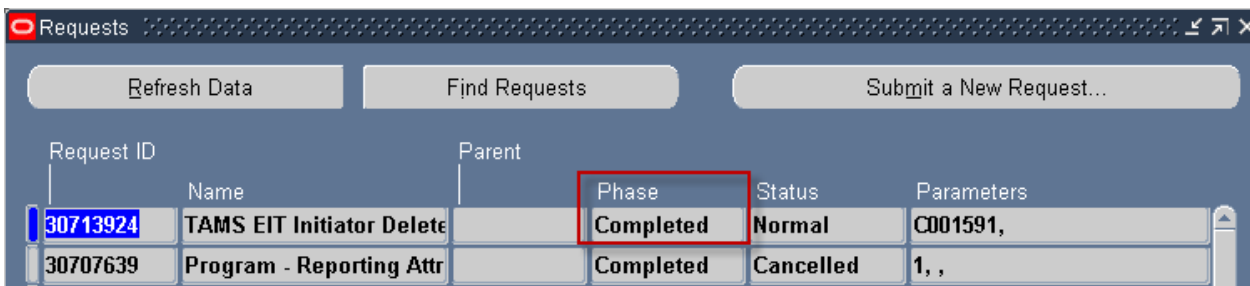
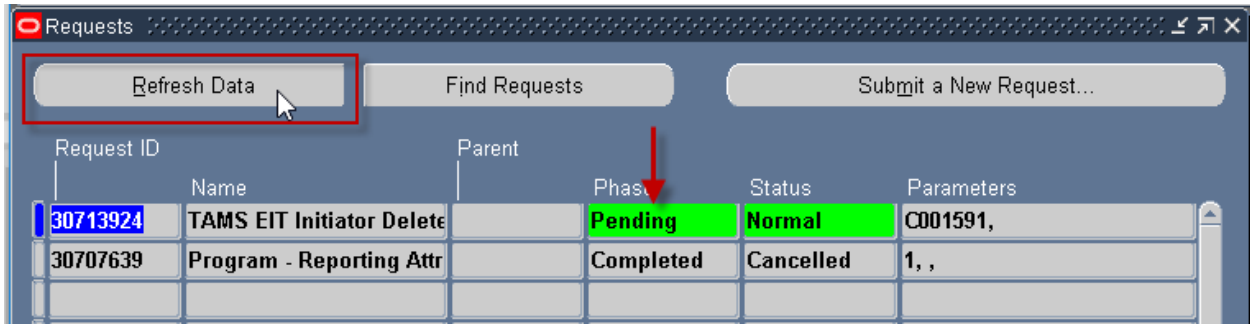
Print to **noprint**

Options... Delivery Opts

Help (C) Submit Cancel

- From the **Submit Request** screen, click the **Submit** button to process your request

Deleting an IT



- 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