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
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- 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
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- When the **Submit a New Request** box opens, accept the default of **Single Request** and click **OK**
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- 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
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- From the **Submit Request** screen, click the **Submit** button to process your request
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- 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