Recalling and Copying a Request
Objective: Explain the proper procedure to alter an approved request.

Note: If a request has not yet been approved, you can recall it, make the appropriate changes, and resubmit.

1. To cancel a request, go to your fully approved request and click Cancel Request.

   Note: The original (fully approved) request cannot be edited or deleted from your account. Cancelling it will allow you to create a new request for those dates. If you need only small changes, you can create a copy of the request that can be edited.

2. After canceling the request, go to Requests, then Manage Requests.

   a. Select the check box next to the request you wish to copy, and click Copy Request.
3. A pop-up will appear prompting you to rename the request. **Enter** the new name and then **click OK**.

4. Change whatever fields are needed, and **submit** it for approval again.