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*.
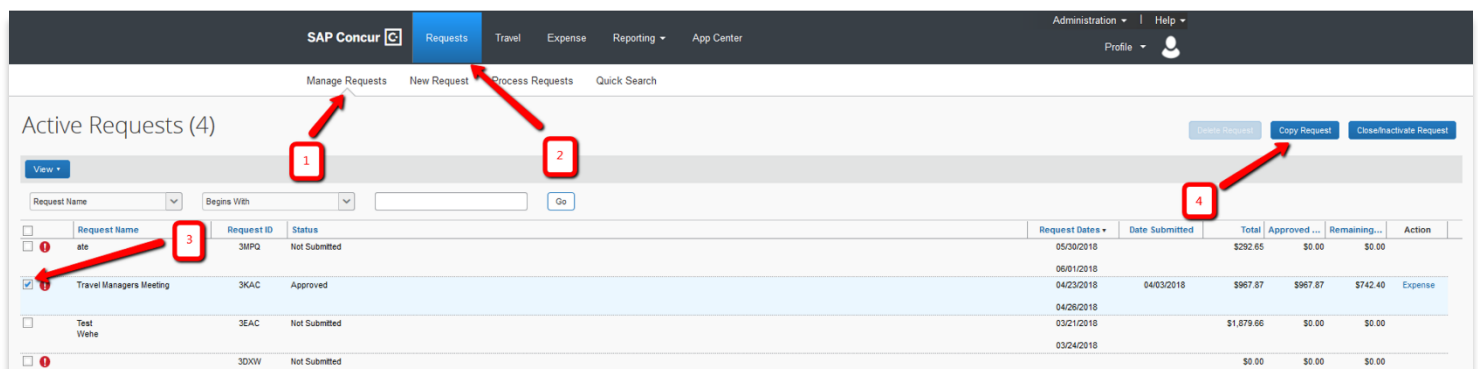
3. A pop-up will appear prompting you to rename the request. **Enter** the new name and then **click** *OK*.

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