

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.

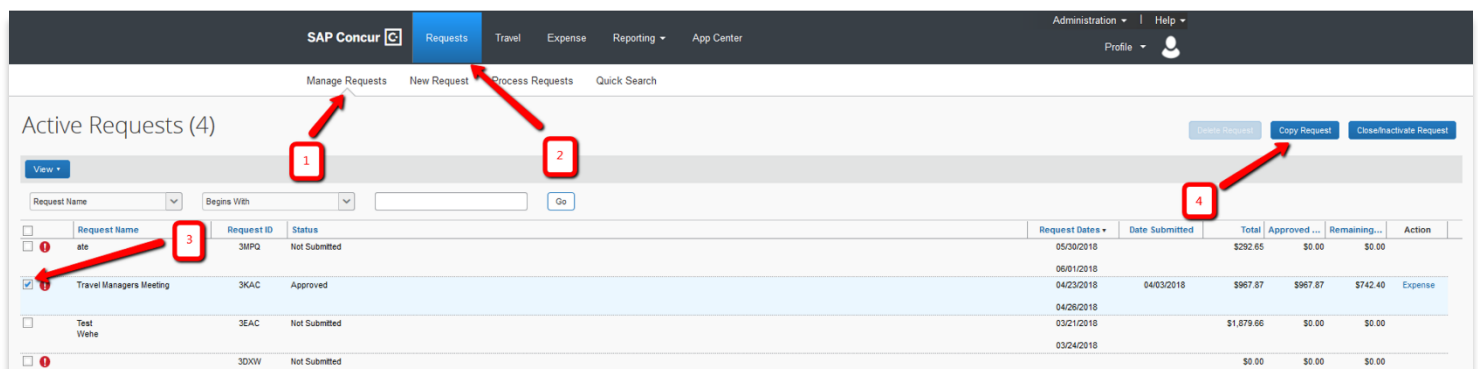


Note: The original (fully approved) request cannot be edited or deleted from your account. Cancelling it will allow you to create a new request for those dates. If you need only small changes, you can create a copy of the request that can be edited.



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**.

Copy Request ✕

The selected request with appropriate request entries will be copied.

Existing Request:

We have provided a default name. Change the name if desired.


Request Name:

Last Date of Source Request:

New Request:

You can change the start date of the new request.

If you provide a date below, the request start date or the earliest request entry on the new request will be given that date and dates for all other request entries will be adjusted based on that. Otherwise, the start date will be defined as Last date of source request +1.

Starting date for New Request: 

Expected Expenses

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