

1.7 CANCELLING REQUIREMENTS

Requirement 14925-0001

Request Requirement Req Info Orders BNC History **Status** Validation Comments TONO/ACL

Requirement Status

Pending Requestors Validation:

Validated to Approver:

Canceled:

Reviewed:

Approved:

Denied:

Additional Info Required:

Additional Information

Tasked Approver:

Approved Thru: 2009.06.08

Tasking Command:

CANCELLING A REQUIREMENT

You can cancel a requirement at any time before and after a requirement is approved. This is accomplished by changing the status. Once a requirement has been selected and opened, to cancel a requirement you must navigate to the Requirement Status tab and check the boxes marked *Canceled*.

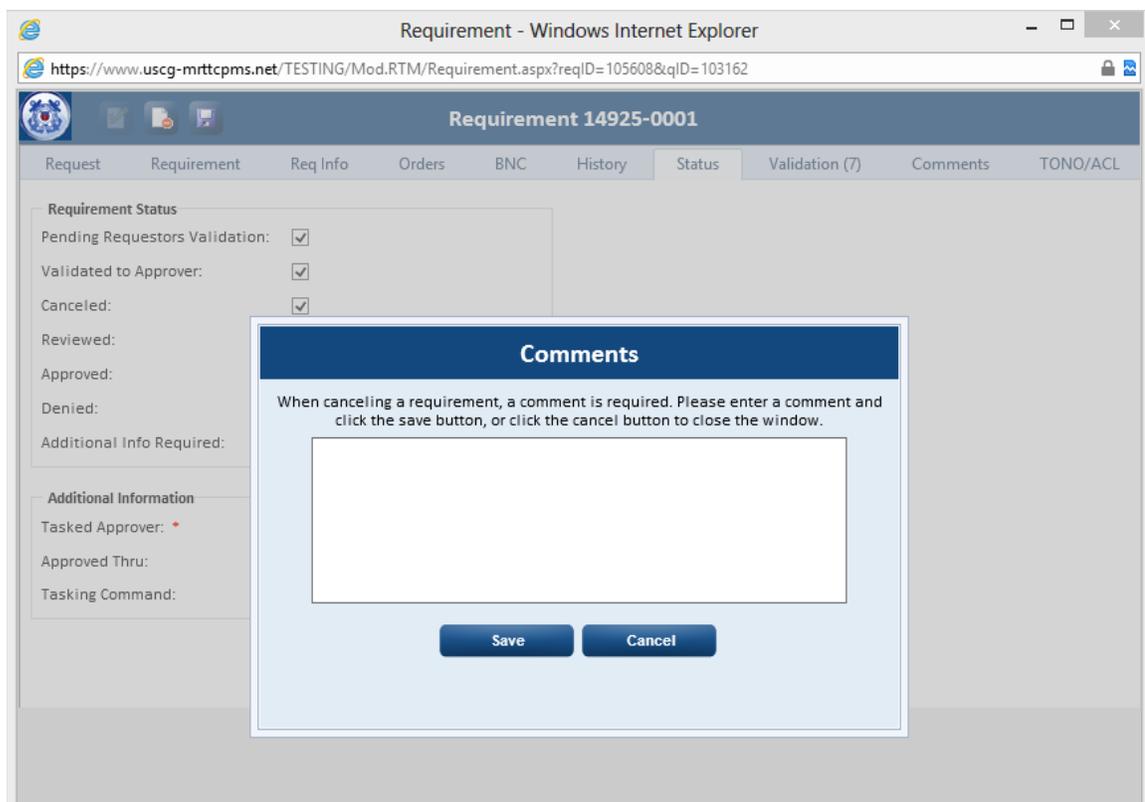
To Cancel a Requirement:

- Perform a search for a request, see *Searching for a Request in section 1.6*. The Request page displays.
- From the Request page, click the [Select](#) hyperlink corresponding to the requirement you want to cancel. The Requirement page displays.
- From the Requirement page, click the **Status** tab.

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- d. From the **Status** tab, click the **Canceled** checkbox. The following figure shows the Status page when a requirement is cancelled. When the **Canceled** checkbox has been selected the Comments window will appear and a comment will need to be added before the requirement can be cancelled.

Requirement Status Tab with a Cancelled Requirement



- e. On the Status page, click the **Close** button.