

### **CHROME RIVER USER GUIDE**

## **Deleting a Pre-Approval**

#### **Step 1: Select the Pre-Approval**

In the Pre-Approval ribbon, click **Draft** or **Returned**, whichever folder the Pre-Approval is in.



Select the Pre-Approval that needs to be deleted.



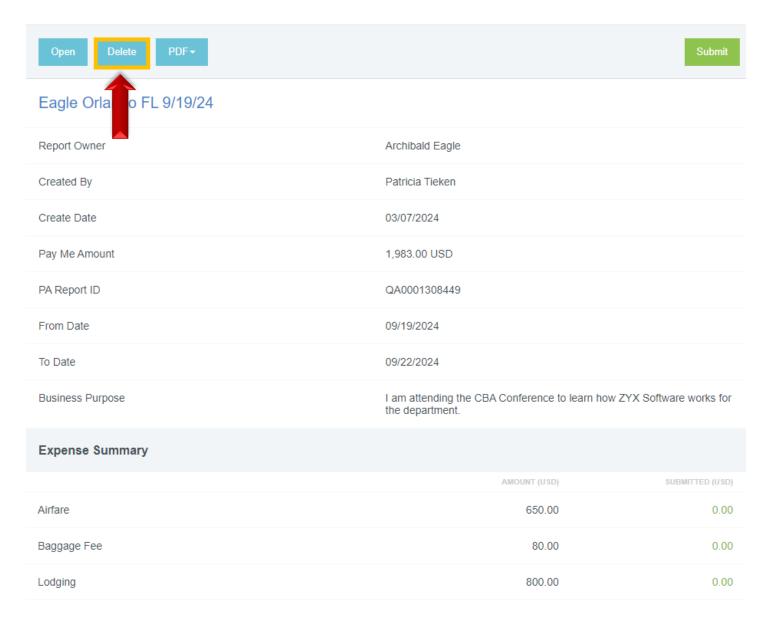
<u>Deleting a Pre-Approval</u>
Page **1** of **2** 



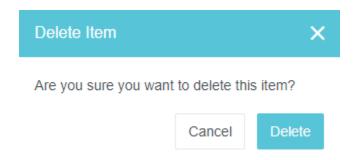
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#### **Step 2: Delete the Pre-Approval**

The Pre-Approval Header will open to the right. Click **Delete**.



The box below appears asking, Are you sure you want to delete this item? Click Cancel or Delete.



<u>Deleting a Pre-Approval</u>
Page 2 of 2