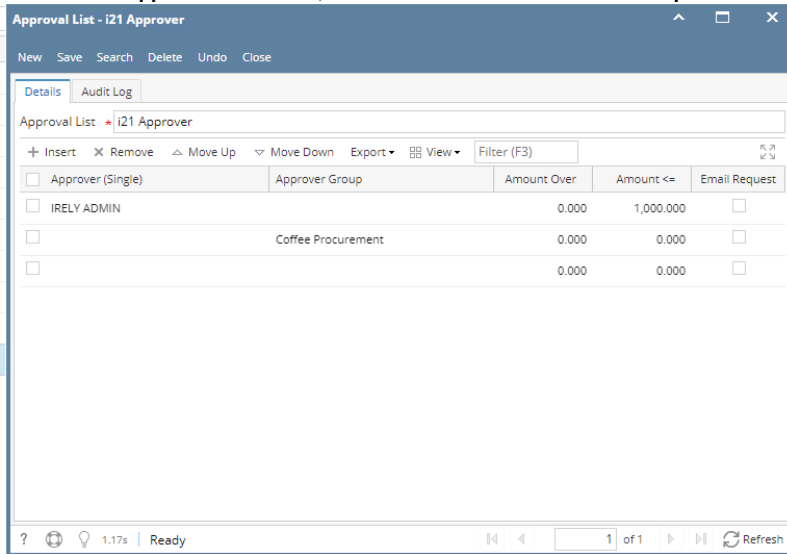


# How to Delete an Approval List

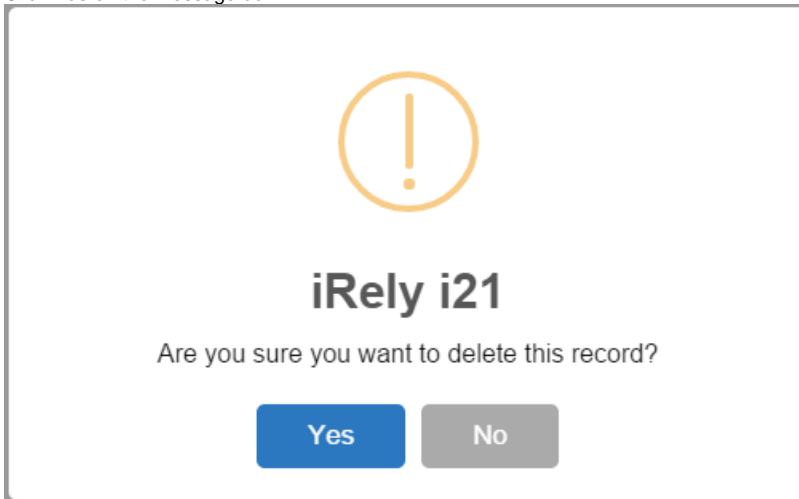
1. On the user's menu panel go to **Common Info** folder then click **Approval List**
2. From **Search Approval List** screen, select a record from the list and click **Open** button.



3. Click **Delete** toolbar button. A confirmation message will appear.



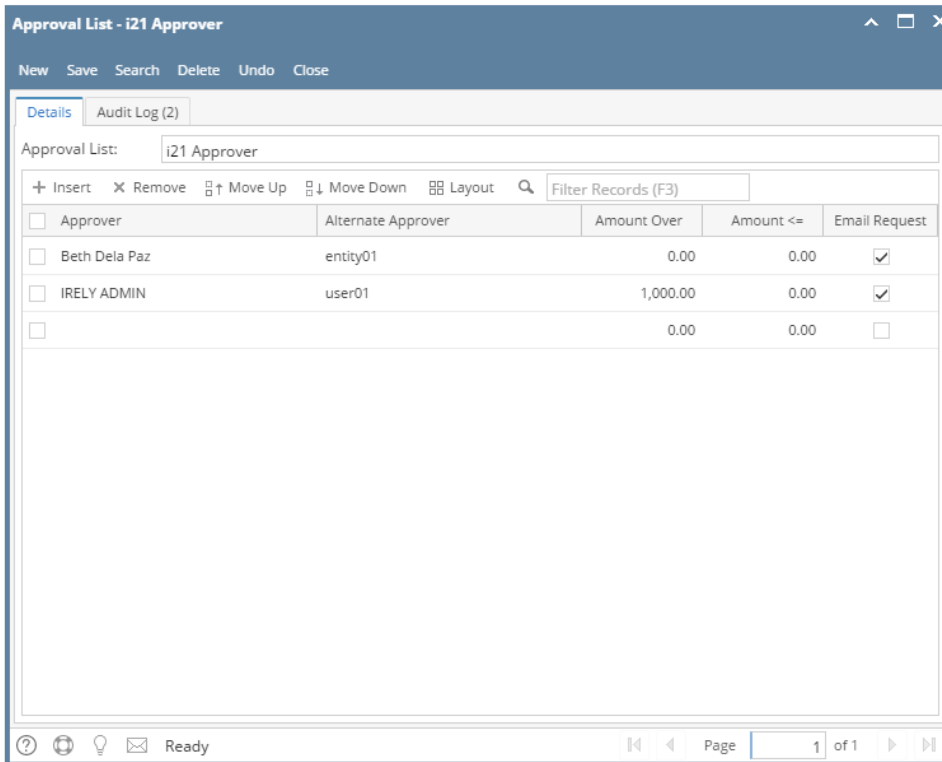
4. Click **Yes** on the message box.



An Approval List cannot be deleted if there are active Approvers in it

1. On the user's menu panel go to **Common Info** folder then click **Approval List**

2. From **Search Approval List** screen, select a record from the list and click **Open** button.



Approval List - i21 Approver

New Save Search Delete Undo Close

Details Audit Log (2)

Approval List: i21 Approver

+ Insert X Remove Move Up Move Down Layout Filter Records (F3)

<input type="checkbox"/>	Approver	Alternate Approver	Amount Over	Amount <=	Email Request
<input type="checkbox"/>	Beth Dela Paz	entity01	0.00	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IRELY ADMIN	user01	1,000.00	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>			0.00	0.00	<input type="checkbox"/>

Page 1 of 1

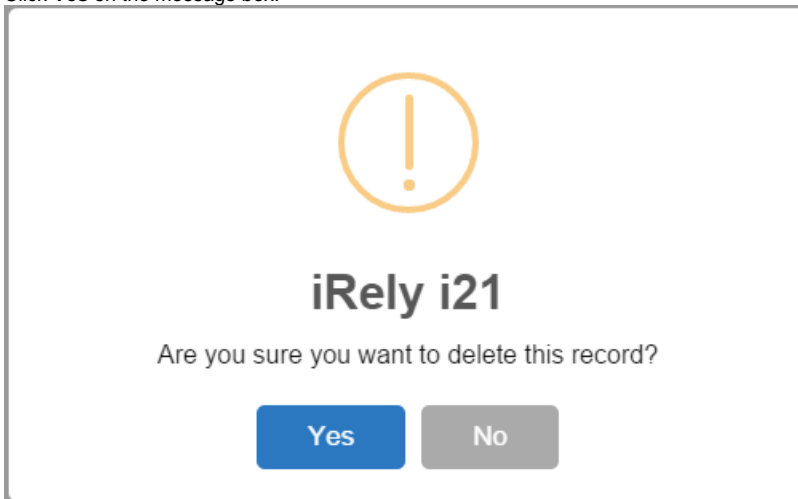
3. Click **Delete** toolbar button. A confirmation message will appear.



Approval List - i21 Approver

New Save Search Delete Undo Close

4. Click **Yes** on the message box.



!

**iRely i21**

Are you sure you want to delete this record?

Yes No

1. On the user's menu panel go to **Common Info** folder then click **Approval List**

2. From **Search Approval List** screen, select a record from the list and click **Open** button.

Approval List - iRely Admin

New Save Search Delete Undo Close

Details Audit Log

Approval List: iRely Admin

Approve in Order: ☒

+ Insert X Remove Layout Filter Records (F3)

Approver	Approver Level	Alternate	Amount Ov...	Amount <=	Email Approval Request
<input type="checkbox"/> AGADMIN	1	Dashboard User	1,000.00	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> TestUser	2		0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>			0.00	0.00	<input type="checkbox"/>

? ? ? ? Ready Page 1 of 1

3. Click **Delete** toolbar button. A confirmation message will appear.

Approval List - iRely Admin

New Save Search Delete Undo Close

4. Click **Yes** on the message box.

!

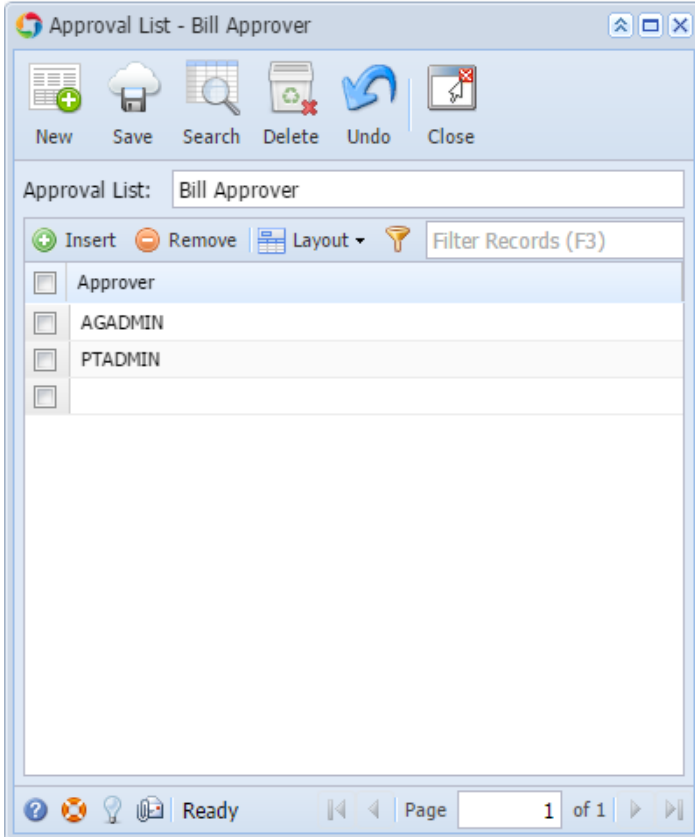
iRely i21

Are you sure you want to delete this record?

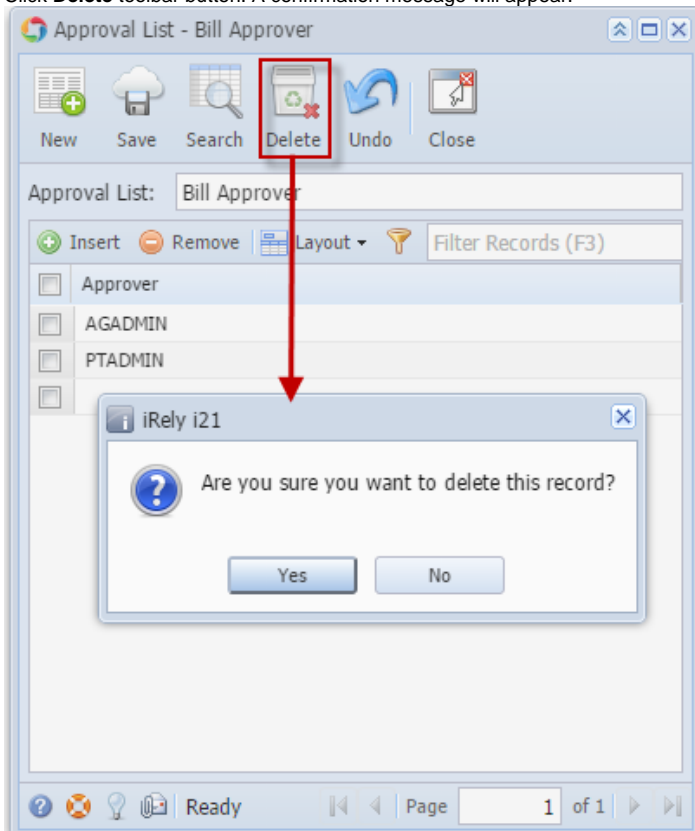
Yes No

1. On the user's menu panel go to **Common Info** folder then click **Approval List**

2. From **Search Approval List** screen, select a record from the list and click **View** button.

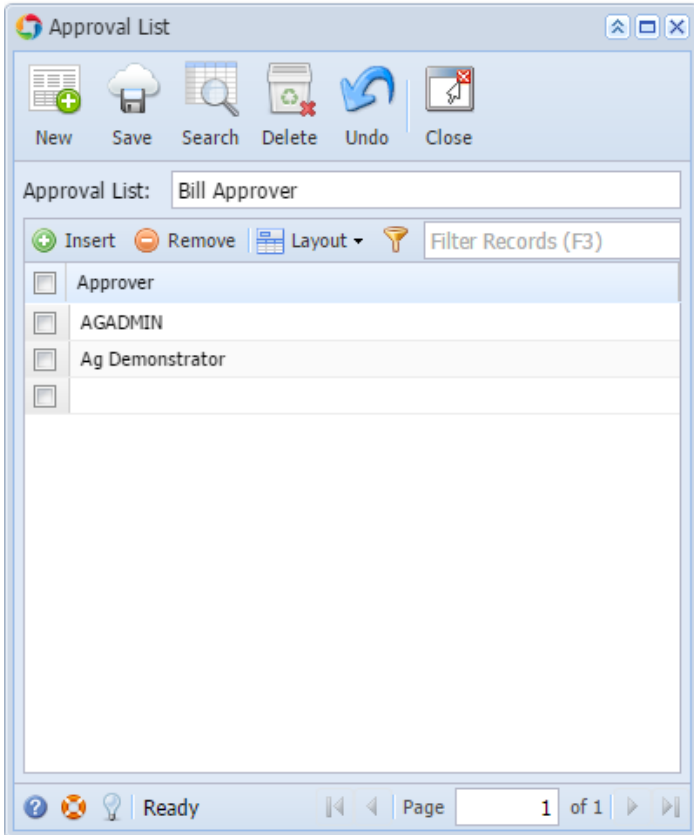


3. Click **Delete** toolbar button. A confirmation message will appear.

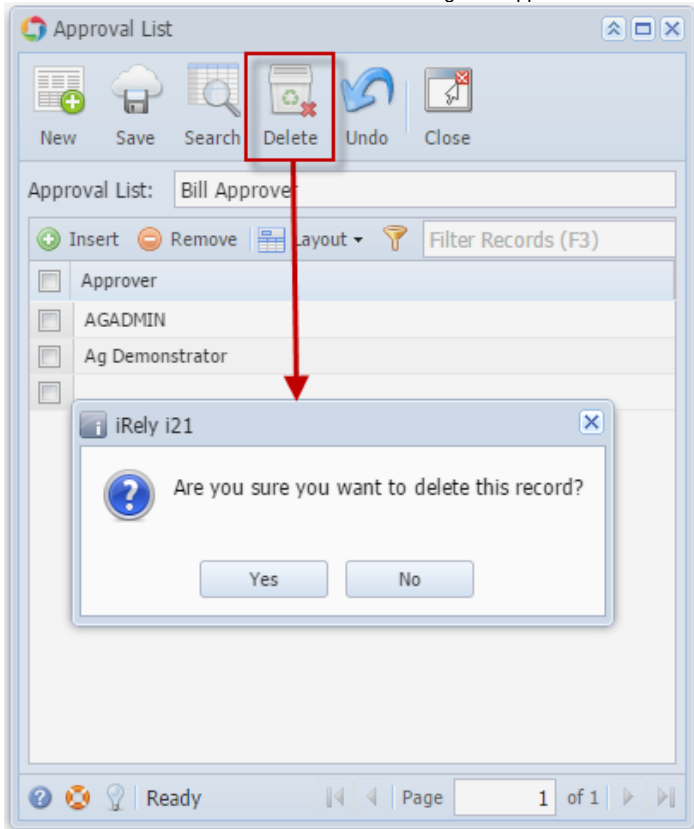


4. Click **Yes** on the message box.
1. On the user's menu panel go to **Common Info** folder then click **Approval List**

2. From **Search Approval List** screen, select a record from the list and click **View** button.



3. Click **Delete** toolbar button. A confirmation message will appear.



4. Click **Yes** on the message box.