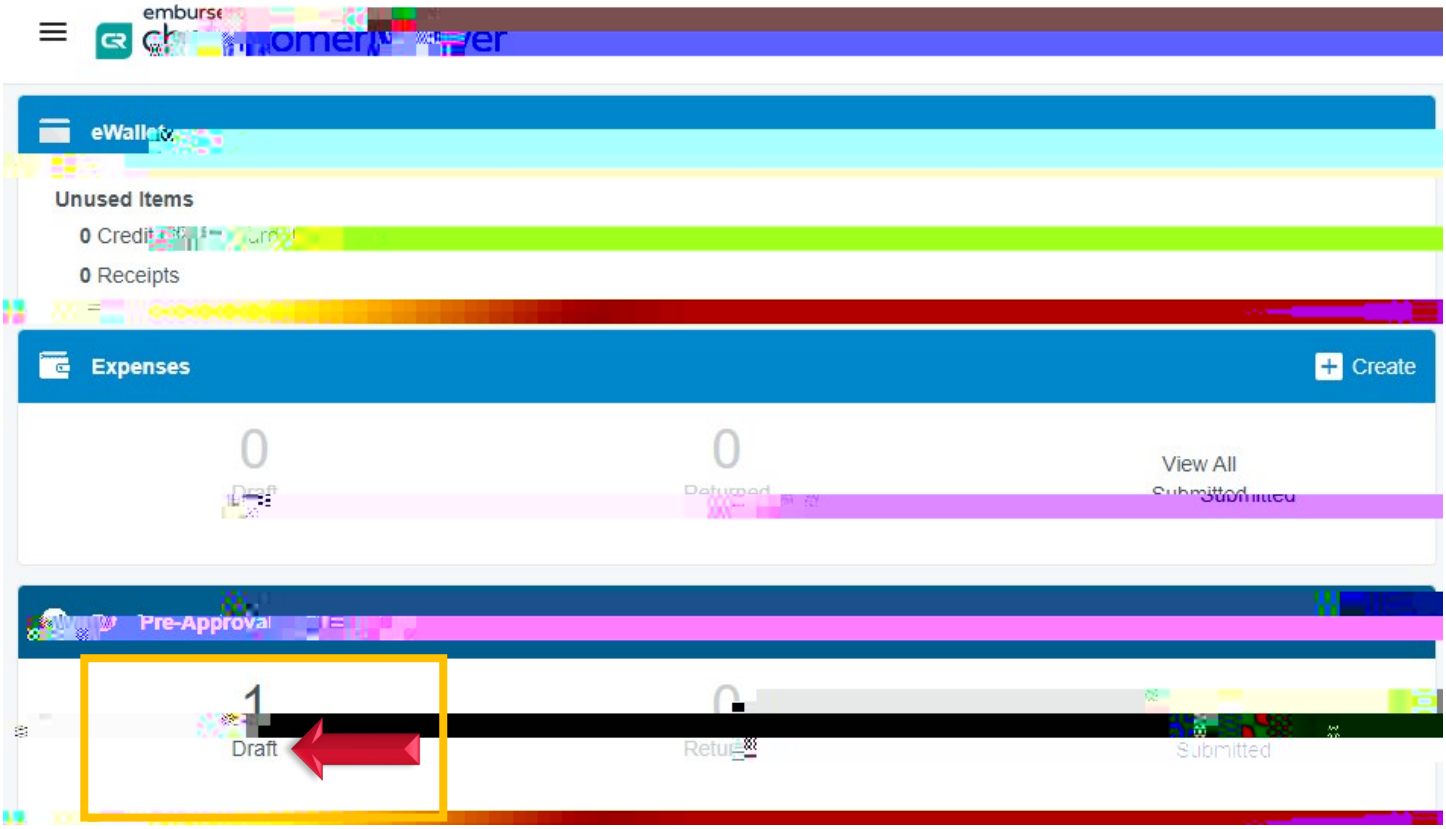
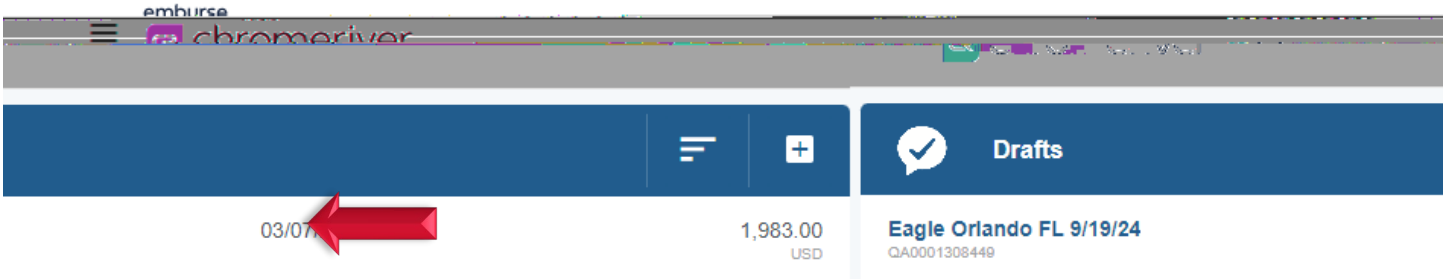
Deleting a Pre-Approval

Step1: 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.