How to Remove a Rejected Requisition from 'My Tasks'

A rejected requisition will appear in the users Task List. If the requisition will not be reactivated in the future it is possible to remove the requisition from the Task List.

Steps to Remove a Rejected Requisition from 'My Tasks'

1. Rejected Requisition will appear in 'My Tasks' – click on the ‘Rejected Requisition OrderNo: 70034139’ and it will open up the Requisition.

2. Click on the line in order to see the rejected comments in Workflow log (2) - this should highlight the line in blue (1).
3. Change status of detail lines from ‘Active’ to ‘Closed’ by ticking the box (1) (it should automatically tick all boxes) and clicking on the ‘Close’ icon (2) – this will change the status of all lines to ‘Closed’.

4. Change the Status of the Requisition header from ‘Active’ to ‘Closed’.
How to Remove a Rejected Requisition from ‘My Tasks’

5. Ensure that both the header status (1) and detail line statuses (2) are set to ‘Closed’ and click on the ‘Save’ icon (3) - the message below will be displayed.

6. Click on ‘Update task list’ and the rejected Requisition will be removed from the Task List.
How to Remove a Rejected Requisition from ‘My Tasks’

7. Requisition Status Report - Workflow Status will change from Active ‘N’ to Closed ‘C’ on the report.

Note:
- These steps will only work for requisitions entered after Thursday 21st January 2010.