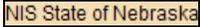
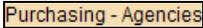
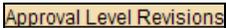
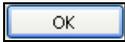


Delete an Existing Route

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Purchasing - Agencies link.</p> 
3.	<p>Click the Approval Route Management link.</p> 
4.	<p>Click the Approval Level Revisions link.</p> 
5.	<p>First you will need to find the approval route you want to delete. You can narrow your search by entering the document type in the Order Type field (in the Header or QBE line), typing the end user's address book number in the Approval Route Code field, and/or typing the end user's name in the Description field.</p>
6.	<p>After entering your search criteria click the Find button.</p> 
7.	<p>Click the checkbox for the approval route.</p> 
8.	<p>Click the Select button.</p> 
9.	<p>You will need to delete each row. Do this by selecting a row and clicking the Delete button. A window will appear asking to you to confirm the deletion. You will do this for all the rows.</p>
10.	<p>After deleting all of the rows click the OK button.</p> 
11.	<p>Make sure the checkbox for the approval route is still checked. If it is not check so it is checked.</p>
12.	<p>Click the Delete button.</p> 
13.	<p>Click the OK button.</p> 
14.	<p>Click the Close button.</p> 

15.	You have successfully completed this lesson. End of Procedure.
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