

Delete an Existing Route
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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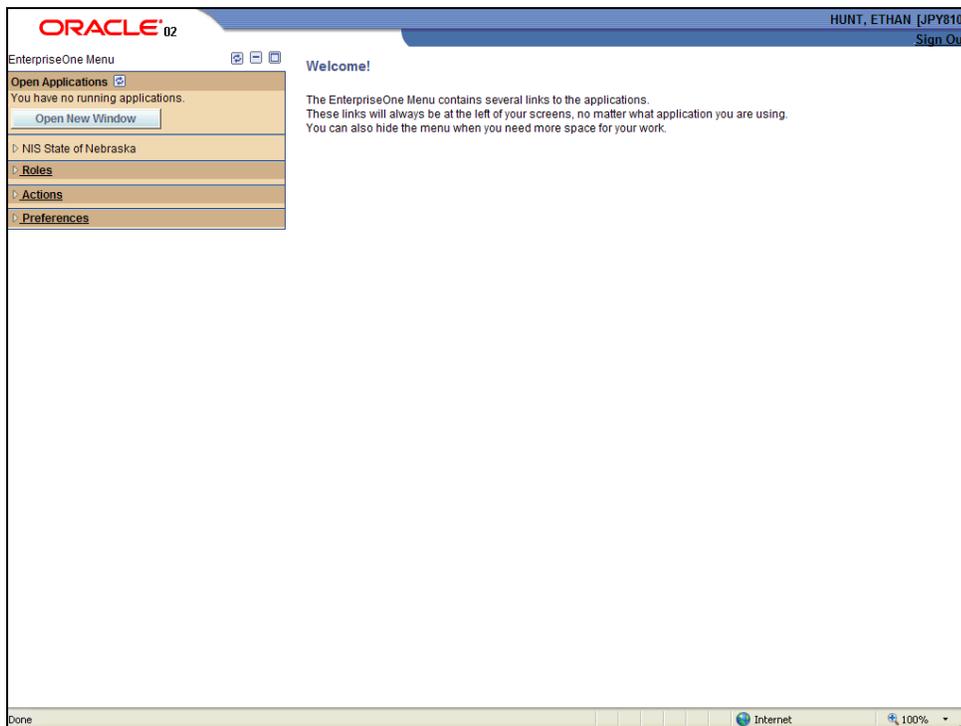
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Delete an Existing Route

Procedure

In this lesson you will learn how to delete an existing route.

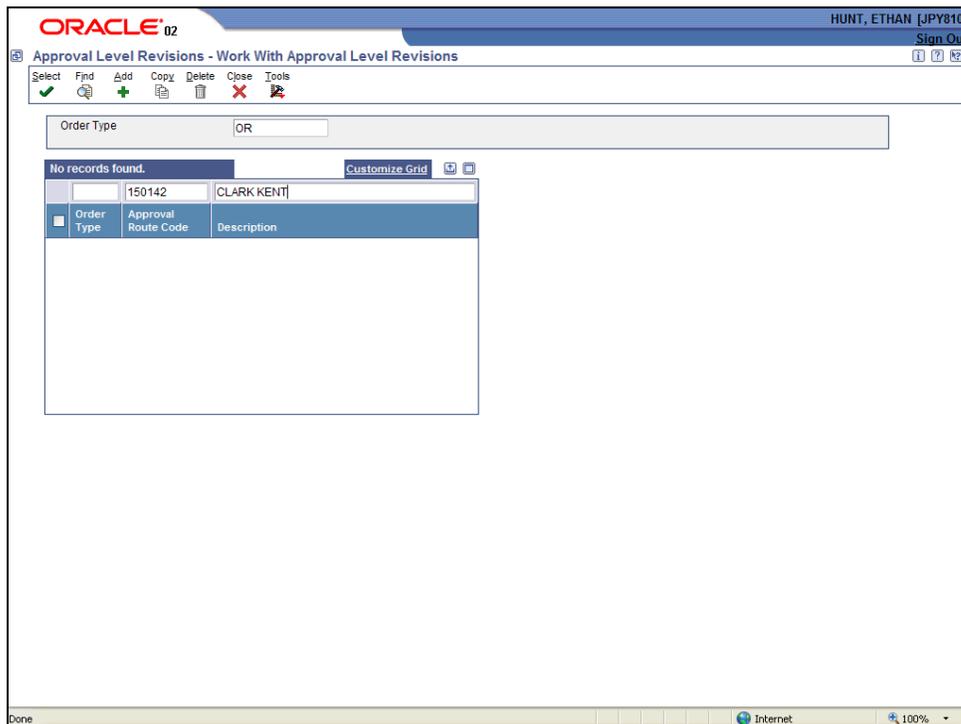


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Approval Route Management link. Approval Route Management

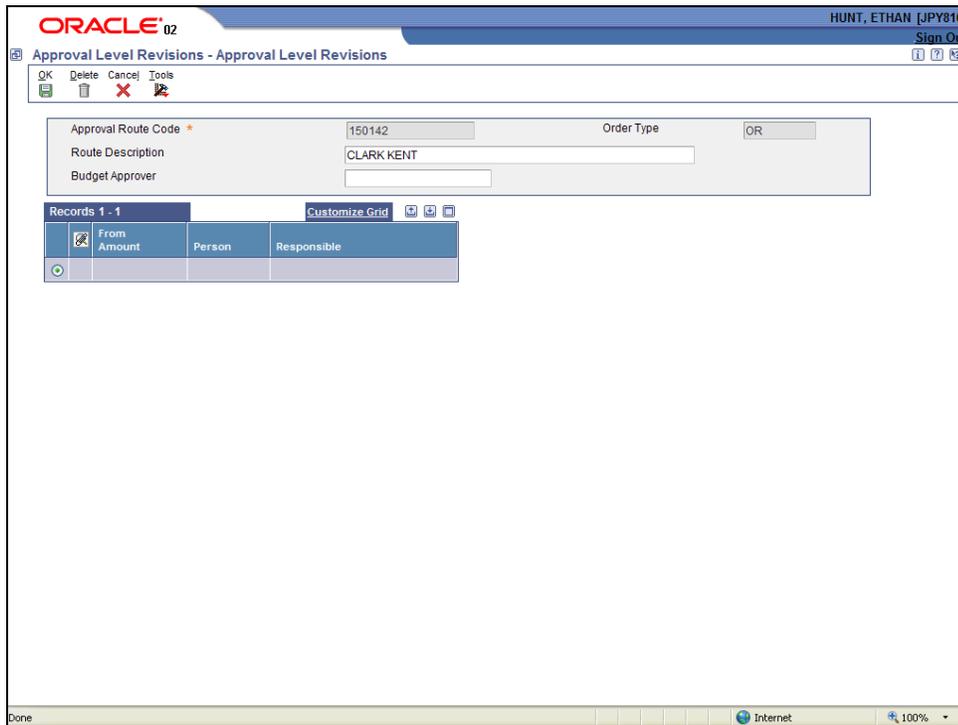
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Step	Action
4.	Click the Approval Level Revisions link. Approval Level Revisions
5.	First you will need to find the approval route you want to delete. You can narrow your search by entering the document type in the Order Type field (in the Header or 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.



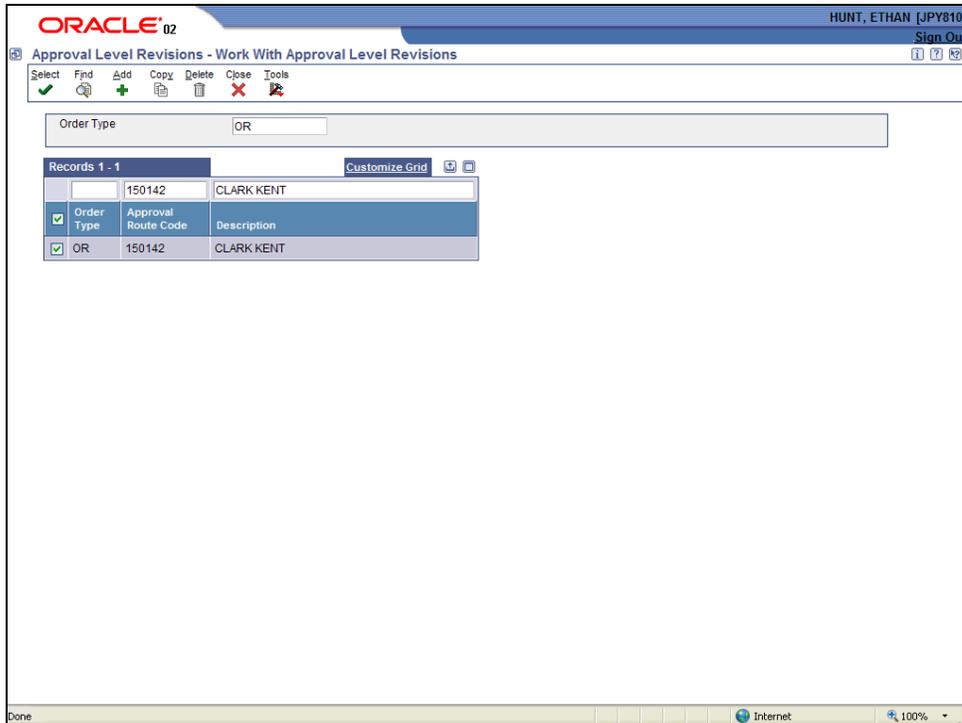
Step	Action
6.	After entering your search criteria click the Find button. 
7.	Click the check box for the approval route. <input type="checkbox"/>
8.	Click the Select button. 
9.	You will need to delete each row. Do this by selecting a row and clicking the Delete button. A window will appear asking to you to confirm the deletion. You will do this for all the rows.



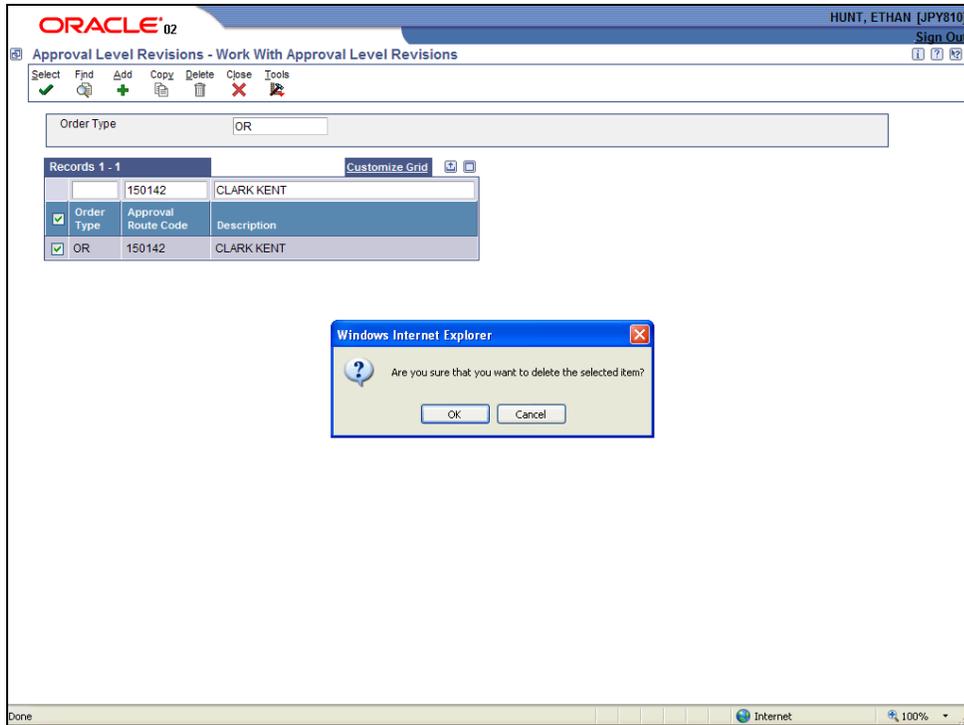
Step	Action
10.	After deleting all of the rows click the OK button. 
11.	Make sure the checkbox for the approval route is still checked. If it is not check so it is checked.

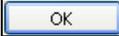
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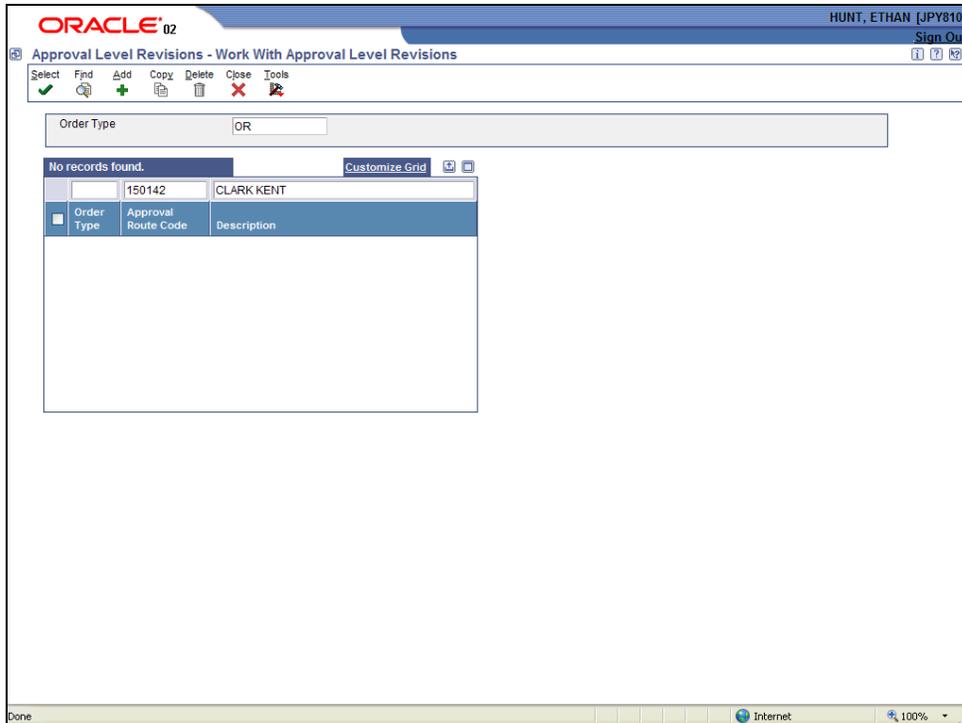
Step	Action
12.	Click the Delete button. 



Step	Action
13.	<p>Click the OK button.</p> 

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Step	Action
14.	Click the Close button. 
15.	You have successfully completed this lesson. End of Procedure.