

How to Delete Old Composing Requisitions

Follow the steps below to remove any old composing requisitions that you do not need.

The screenshot shows the EVA system interface. The 'Requisitions - Composing' table is highlighted with a red circle. A callout box points to it with the text: "For some users there are old requisitions listed here."

ID	Date Created ↓	Status	Title	Total
PR4752684	12/6/2011	Composing		
PR4752664	12/6/2011	Composing		
PR4747235	12/5/2011	Composing		
E2E:POBA194927	12/4/2011	Composing		\$0.01000 USD
PR4747208	12/4/2011	Composing		
PR4747170	12/3/2011	Composing		\$1,183.50000 USD

Step 1. In the My Documents window at the bottom of your screen, click on the "View More..." link and select Requisitions

The screenshot shows the 'My Documents' window with a list of requisitions. A red arrow points to the 'View More...' link, which has opened a dropdown menu showing 'Requisition (113)' and 'User Profile (18)'.

ID	Title	Date ↓	Status
PR4752684		12/6/2011	Composing
PR4752664		12/6/2011	Composing
PR4747235		12/5/2011	Composing
PR4747208		12/4/2011	Composing
E2E:POBA194927		12/4/2011	Composing
PR4747170		12/3/2011	Composing

Step 2. The next screen you see is a Requisition Search screen. Check the Preparer field and make sure your name is listed and use the 'select' to put your name in. Then use the Status pick list and select Composing and then click **Search** so you will only be working with Composing Reqs.

Note: you can also use the Date Created option to select requisitions from a specific timeframe, like 2006.

Note: if your Search results show the message "Over 2000 items found" then you'll only be able to delete 2000 requisitions at a time. Just repeat steps 2 & 3 until all items are gone.

Search Filters [Search Options](#)

Title: Preparer: Sievert, Bob [select]

ID: Requester: (select a value) [select]

Date Created: No Choice [v] Status: No Choice [v]

Date Ordered: No Choice [v] Supplier (any line item): No Choice

Order ID (any line item): Total Cost: USD

Search Results Found 113 items

<input type="checkbox"/>	Type	ID	Title	Status	Date Cr
<input type="checkbox"/>		PR4752684		Composing	Tue, 6 D

Step 3. Review the list of Requisitions shown on your screen to make sure that they are the ones you want to delete. Then use the top checkbox to select all found requisitions and then click the Delete Button.

Search Found 26 items

<input checked="" type="checkbox"/>	Type	ID	Title	Status	Date Created	Total
<input checked="" type="checkbox"/>		PR1736566	Untitled Requisition	Composing	Thu, 14 Dec, 2006	\$0.00000 USD
<input checked="" type="checkbox"/>		PR1664846	Untitled Requisition	Composing	Fri, 27 Oct, 2006	\$0.00000 USD
<input checked="" type="checkbox"/>		PR1601795	Untitled Requisition	Composing	Wed, 20 Sep, 2006	\$0.00000 USD
<input checked="" type="checkbox"/>		PR1599306	Untitled Requisition	Composing	Tue, 19 Sep, 2006	\$0.00000 USD
<input checked="" type="checkbox"/>		PR1596825	Untitled Requisition	Composing	Mon, 18 Sep, 2006	\$0.00000 USD
<input checked="" type="checkbox"/>		PR1596816	Untitled Requisition	Composing	Mon, 18 Sep, 2006	\$0.00000 USD
<input checked="" type="checkbox"/>		PR1594403	Untitled Requisition	Composing	Sun, 17 Sep, 2006	\$0.00000 USD
<input checked="" type="checkbox"/>		PR1594396	Untitled Requisition	Composing	Sun, 17 Sep, 2006	\$0.00000 USD

Label [v] Copy Delete