Withdraw a Proposal

An originator may withdraw a proposal on the Originator Step in one of these two situations:

A. Withdrawal before you launch your proposal (DELETION):
   [2] Look for the proposal from the list you want to delete, hover your cursor on it to bring up three icons.
   [3] Click the X icon. (refer to the illustration below)

B. Withdrawal after you have launched your proposal (CANCELLATION):
   [2] Click the EDIT icon to open the proposal.
   [3] On the right page, make sure the status bubble is blank (in working status). Refer to the illustration, follow the 4 steps in green.
      Note: you must provide a reason in the comment box.