Section 18 Deleting a Document from the Document Listing

A. Users can access rejected documents from the Document Listing and edit certain fields associated with the document. For example, if a user incorrectly enters the Allotment Holder and the document is rejected in the edit process, he or she can open the document from the document listing, correct the error, and edit the document again. Documents that are rejected and are not reused to correct and approve should be deleted from the HUDCAPS document listing.

B. To delete a document from the Document Listing:

1. Select **File** from the Main menu.

2. Select **Document** Listing from the File menu.

3. Press the **Tab** key 3 times so the cursor is in the first field under the Document ID field name.

4. Enter the **Document Type** (Ex: AA—Appropriation/Apportionment, PA—Appropriation Approval, etc.).

5. Press the **Tab** key.

6. Enter the Assistant Secretary code.

7. Press the **Tab** key.

8. Enter the Document Number (Ex: 0HA0000017).

9. Select **Actions** from the Main menu.

10. Select **Display** from the Actions menu.

11. When you see the document you are looking for, click once on the left mouse button to select it (the document line will be gray).

12. Select **Document** from the Main menu.

13. Select **Delete** from the Document menu.

14. When the **Delete Batch/Document** window appears, choose the **OK** button.

15. The Message Box will appear with the message **DOCUMENT MARKED FOR DELETION**. Close the Message Box by choosing the **Close** button.

NOTE   To see the updated status of the document that was deleted, select Actions from the Main menu, then select Display from the Actions menu.