How to Change the Status of a Rejected Requisition from Active to Closed

Steps to Remove a Rejected Requisition from "My Tasks"

Step 1: Change the status of the Requisition from Active to Closed

1. Rejected Requisitions will appear in "**My Tasks**" – click on the Reject Requisition "Order No: 70225522" and it will open up the Requisition.
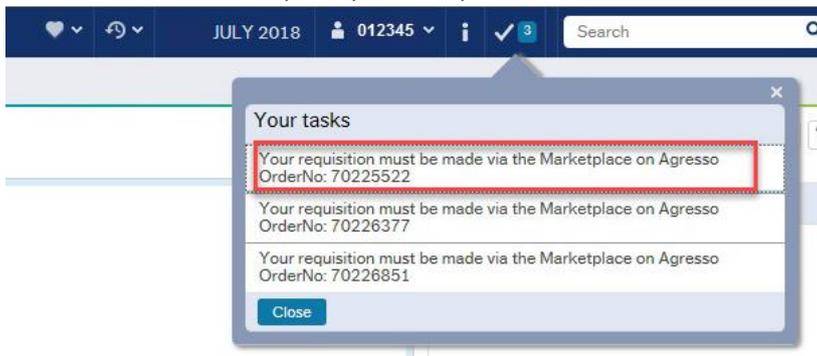
2. Go to **Status**, click dropdown arrow and select **Closed**
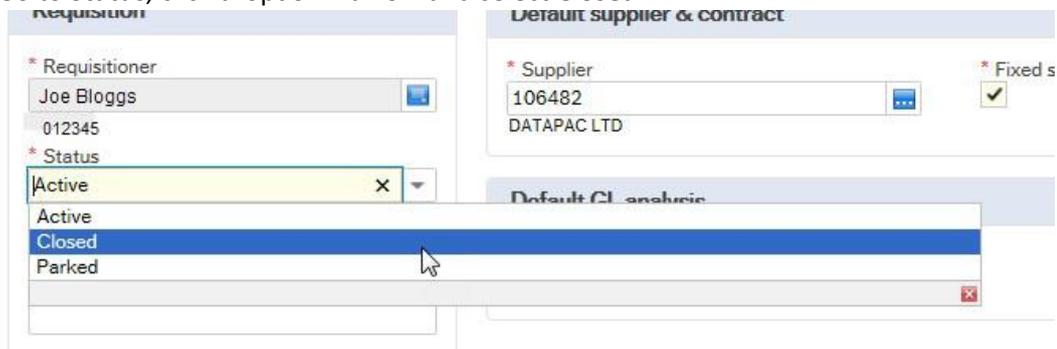
3. Once selected here you will still notice the status below is **Active**. Now hit the **tab key** and you will see the status below change to **Closed**.
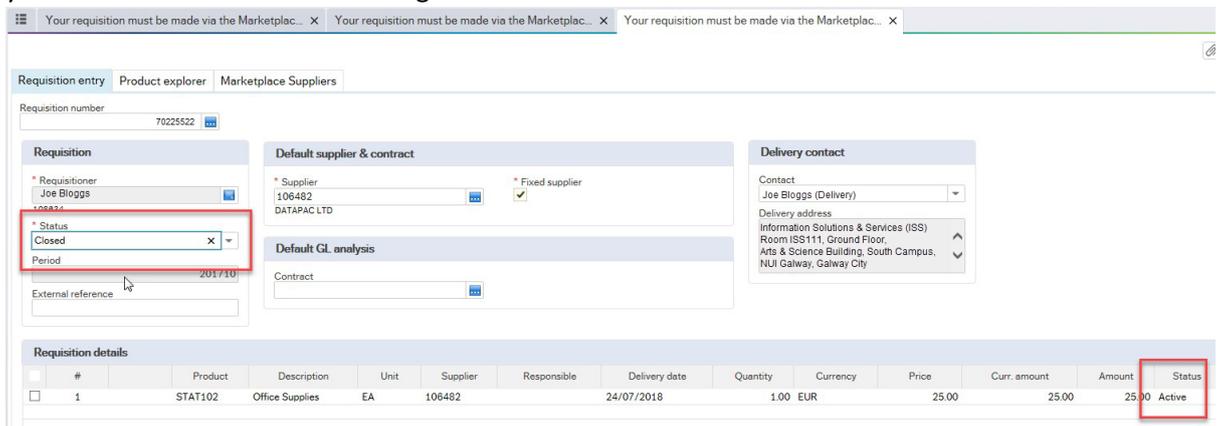
4. Once the status has changed, you will see the status below is closed. Now click **Save**

5. Your changes have now been saved

Step 2: Contact the Service Desk to remove the Closed Requisition from "My Tasks"

1. Contact the Service Desk to remove the closed requisition from "My Tasks"

2. Once the Service Desk has confirmed the closed requisition has been cleared, click refresh on "My Tasks"