TM-06.3 CABQ - Cancelling a Performance Document

Step	Action
1.	Click the **Main Menu** item to begin navigation. Main Menu ⌄
2.	Click the **Manager Self Service** menu.
3.	Click the **Performance Management** menu.
4.	Click the **Performance Documents** menu.
5.	Click the **Administrative Tasks** menu.
6.	Click the **Cancel Document** menu.
7.	Check the box on the front of the employee row that needs the performance document cancelled.
8.	Click the **Continue** button. Continue
9.	Click the **Save** button to Confirm Cancellation. Save
10.	If the Save was successful you will see a message stating "**The Save was successful.**" Click the **OK** button. OK
11.	Congratulations! You have successfully completed the **Cancelling a Performance Document** course. **End of Procedure.**