Declining a draft/duplicate job card

There is no way to delete duplicate drafts. To clear out a duplicate, you must launch the job card for approval and decline.

Fill out all mandatory fields on the job card, though this does not have to be completely accurate since it is being declined.
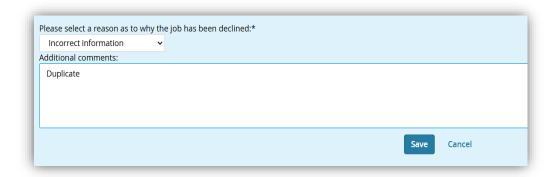
Enter yourself as each approver level and then deny the job card as approval comes through.

NOTE: it will likely show as "approved" for your level one approver since you are in the job card, but you will be able to decline at level two.

Scroll down to the bottom of the job card and click *"**Decline.**"*

You will be prompted to select a reason and put an additional comment. Click "***Save****."*

The duplicate job card will now be declined.