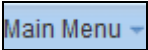








TM-06.3 CABQ - Cancelling a Performance Document

Step	Action
1.	Click the Main Menu item to begin navigation. 
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. 
9.	Click the Save button to Confirm Cancellation. 
10.	If the Save was successful you will see a message stating " The Save was successful. " Click the OK button. 
11.	Congratulations! You have successfully completed the Cancelling a Performance Document course. End of Procedure.