



Miami-Dade County

Cancel an Event Job Aid

Version 1.0

TABLE OF CONTENTS

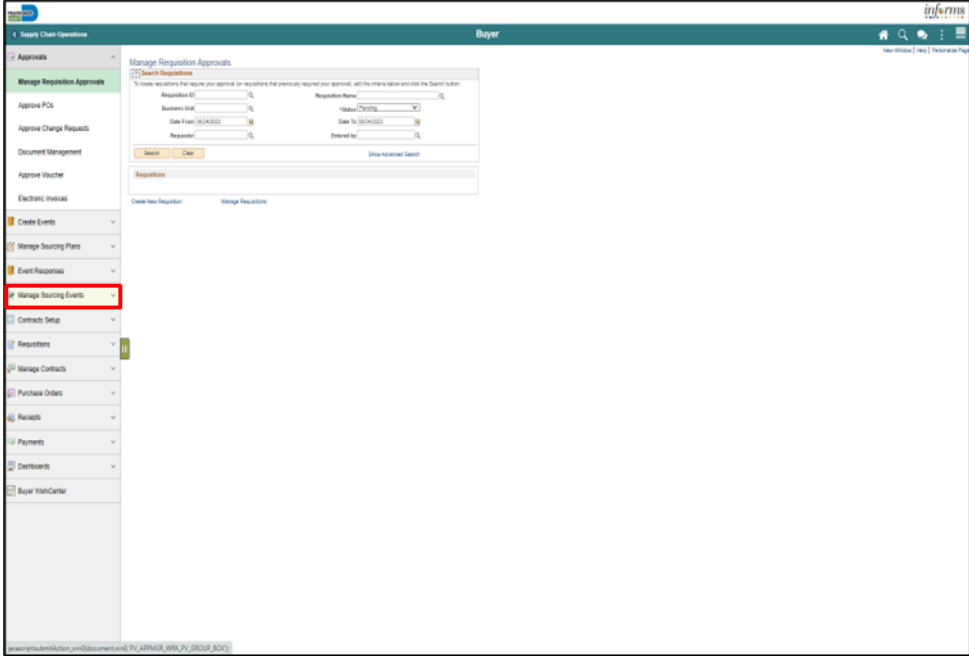
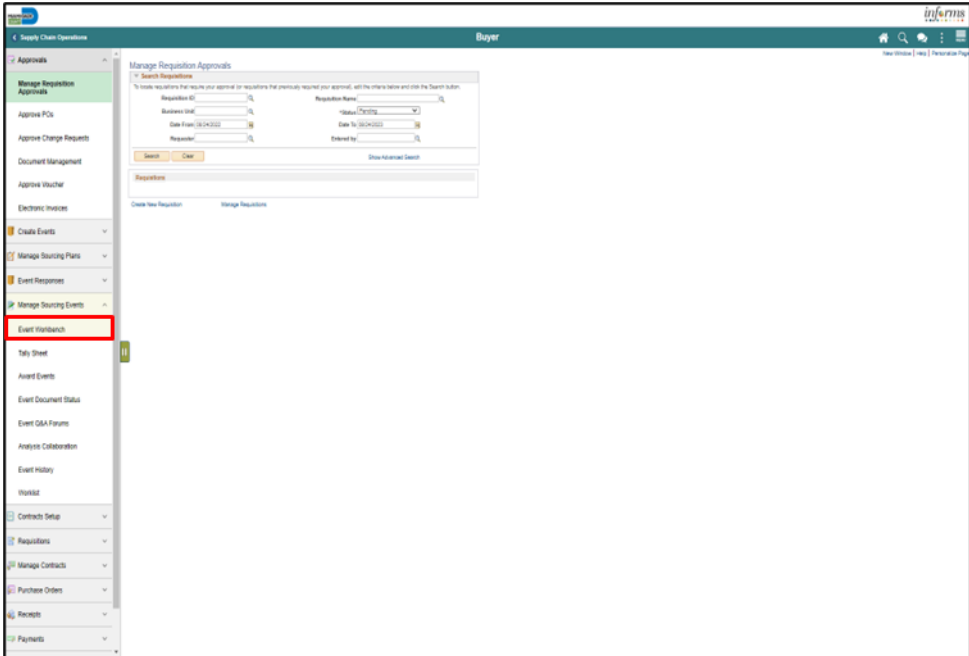
TABLE OF CONTENTS	2
PURPOSE	2
<i>Purpose</i>	<i>2</i>
CANCEL AN EVENT	3

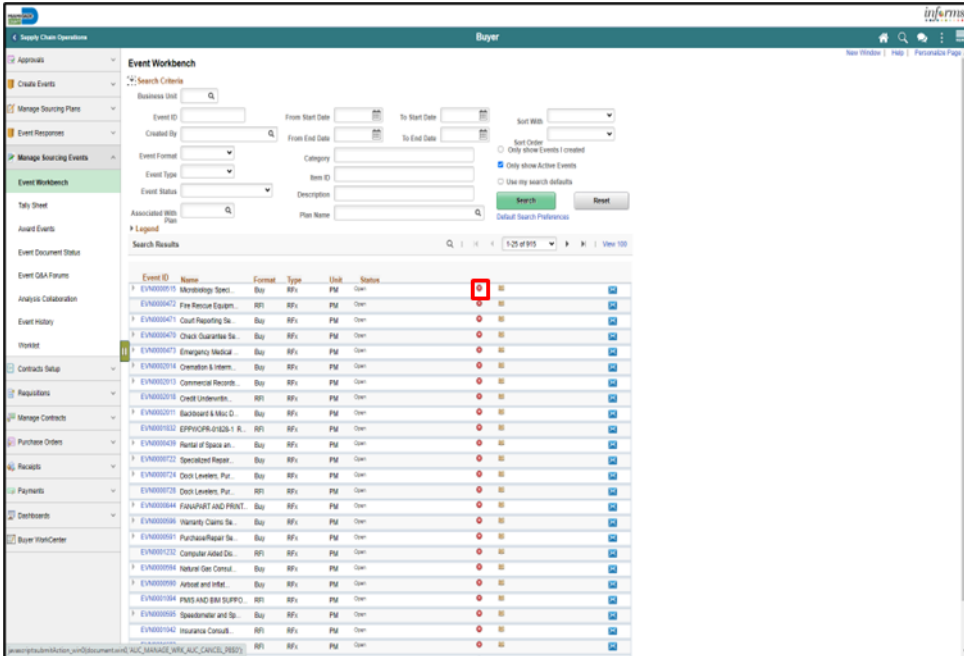
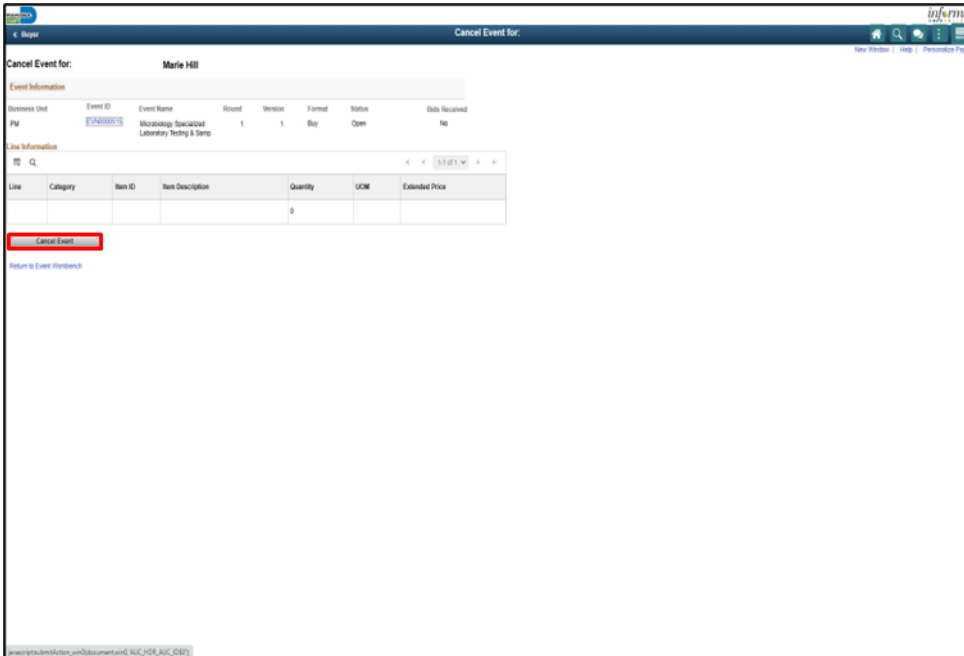
PURPOSE

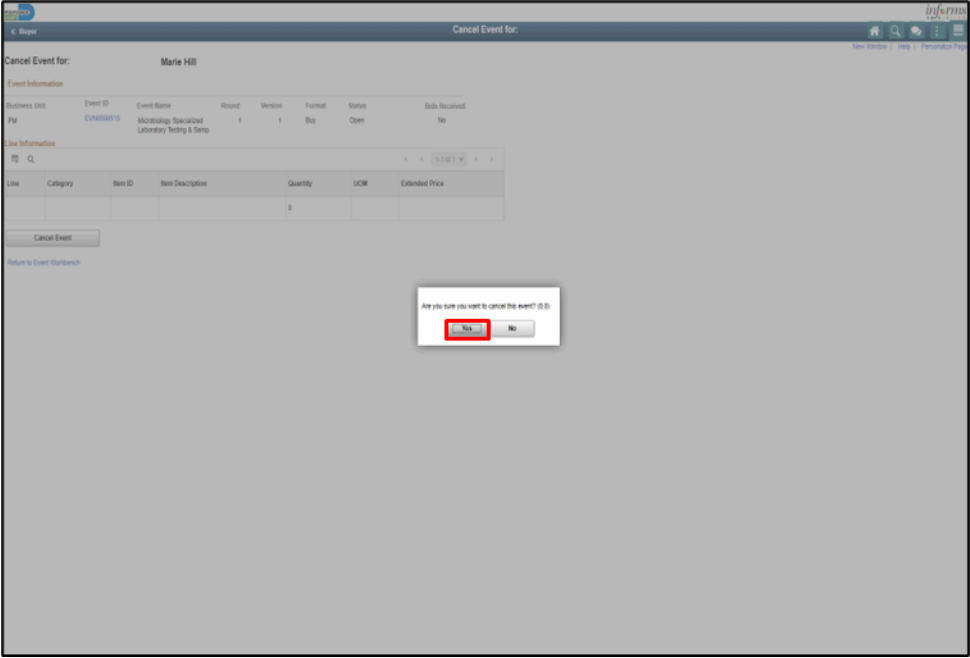
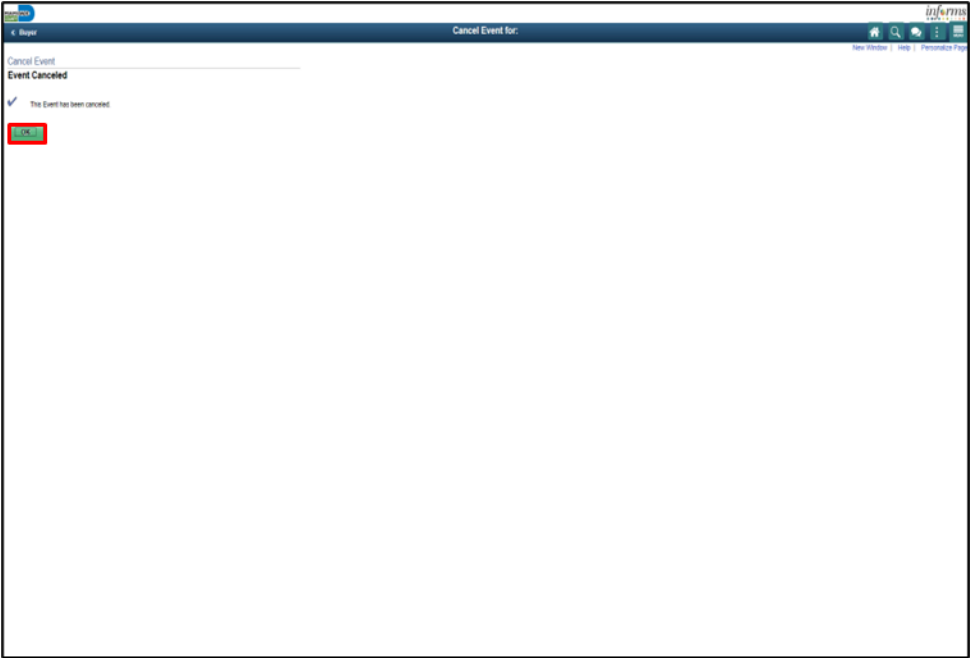
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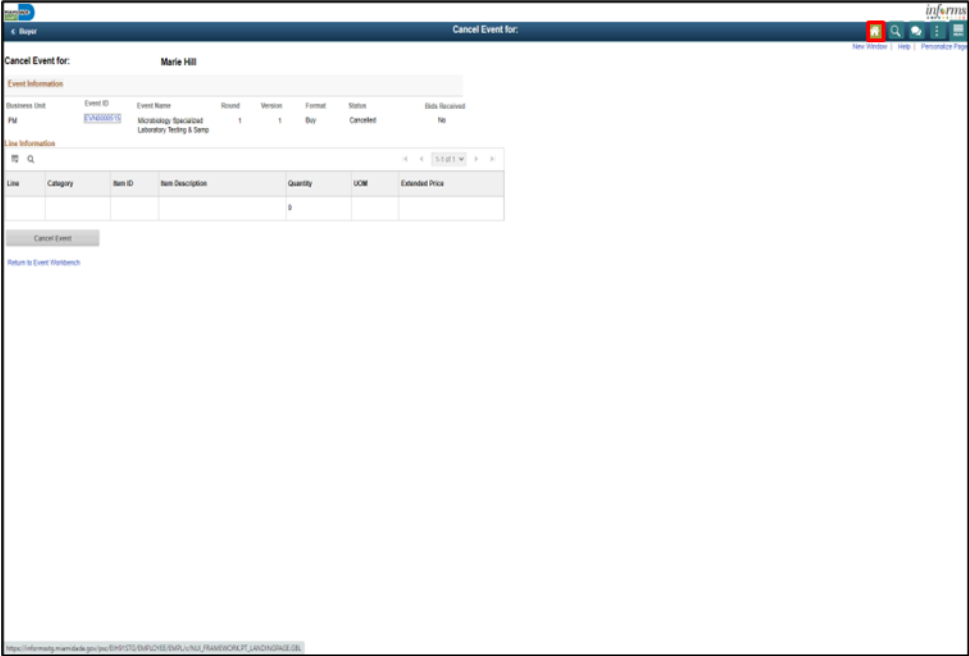
This document explains the key activities involved in cancelling an event. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

CANCEL AN EVENT

Step	Action
1.	Navigate to Finance / Supply Chain (FSCM) > Supply Chain Operations > Buyer
2.	<p>Select the Manage Sourcing Events pane.</p>  <p>The screenshot shows the 'Buyer' interface with a left-hand navigation pane. The 'Manage Sourcing Events' option is highlighted with a red rectangle. The main content area displays 'Manage Requestion Approvals' with search filters and a table of requests.</p>
3.	<p>Select the Event Workbench pane.</p>  <p>The screenshot shows the 'Buyer' interface with the left-hand navigation pane expanded. The 'Event Workbench' option is highlighted with a red rectangle. The main content area remains the same as in the previous screenshot.</p>

Step	Action
4.	<p>Select the Cancel Event icon.</p> 
5.	<p>Select the Cancel Event button.</p> 

Step	Action
6.	<div>Select the Yes button.</div> <div></div>
7.	<div>Select the OK button.</div> <div></div>

Step	Action
8.	<div>Select the Home button to return to the home page.</div> <div></div>