

Cancel change request

As mentioned before, you can only cancel a change request that you created for a size or price of a locked article and you cannot cancel requests created by other users. The request status should be “Pending Approval” as you cannot cancel already Canceled, Approved or Rejected requests. To cancel a change request, follow these steps:

1. Click the checkbox next to the request you want to cancel, you can select more than one,
2. Click the **Cancel** button or select “Cancel” from the Actions menu, the following message appears:



3. Click **Close**, the status changes to “Canceled”.
4. An email is sent to approvers to notify them that the request is canceled.