

Cleanup and Canceling Move Requests Stuck in “Created” Status.

This documentation explains how to cleanup and cancel move requests that are stuck in Created Status.

This cleanup is required as move requests that are stuck in the “Created” status cause problems when creating RFI (Ready for Issue) returns. Best practice would be to complete the clean-up once a month, if not weekly.

Canceling Move Requests:

1. Login into ICBS Console.
2. Select **Inventory**.
3. From Dropdown select **Move Request Console**.
4. Select **Created** for the **Move Request Status**.
5. Enter **Date** in the **Start No Earlier Than** field.
6. **Select** the Move Request that needs to be Cancelled from the Move Request List Screen
7. Click on **Cancel** in the upper right hand corner of the **Move Request List Screen**.