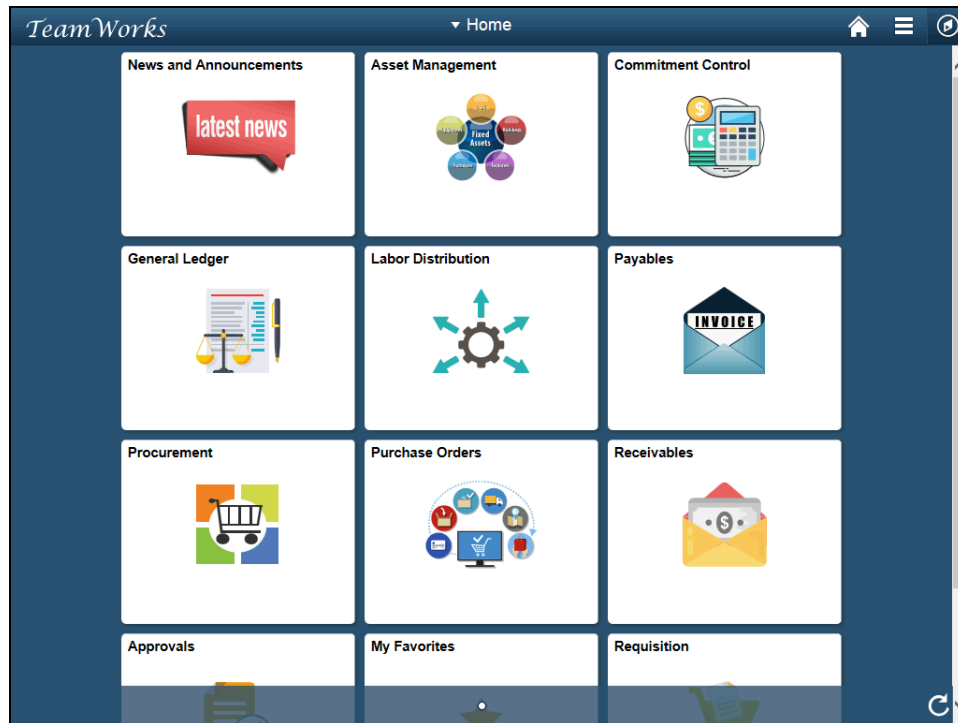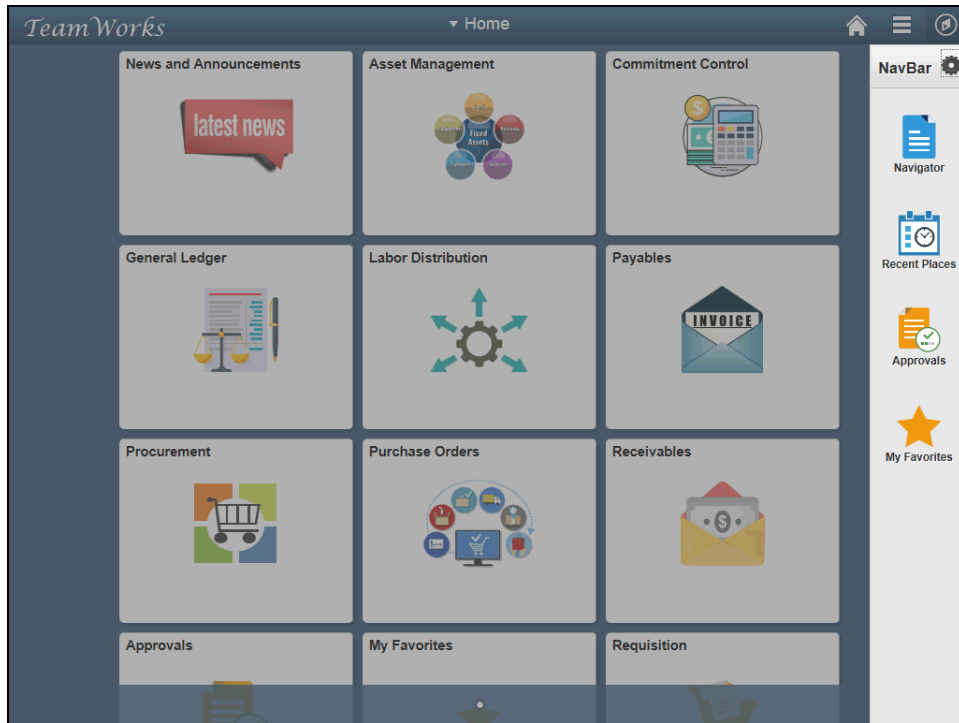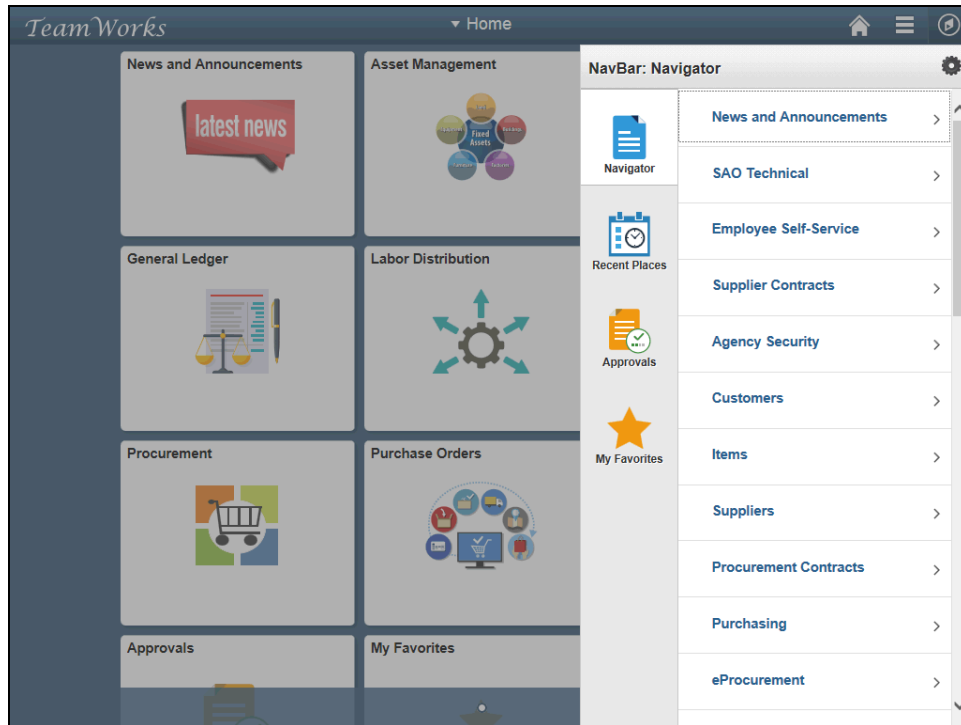# Requesting a Deletion Security Request

Below are the process steps to Requesting a Deletion Security Request. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.
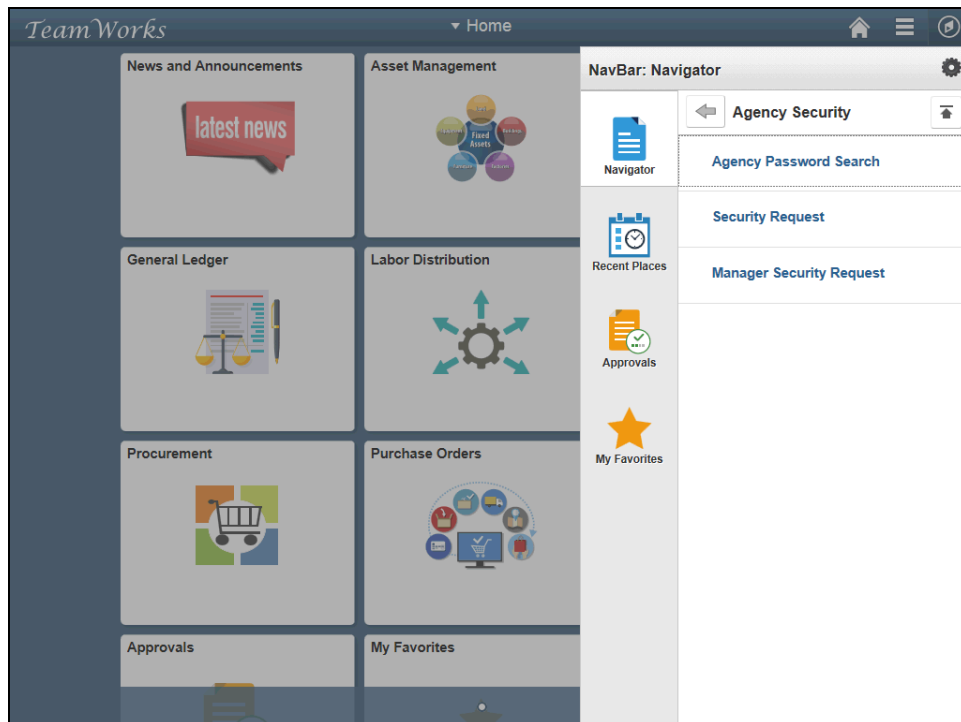

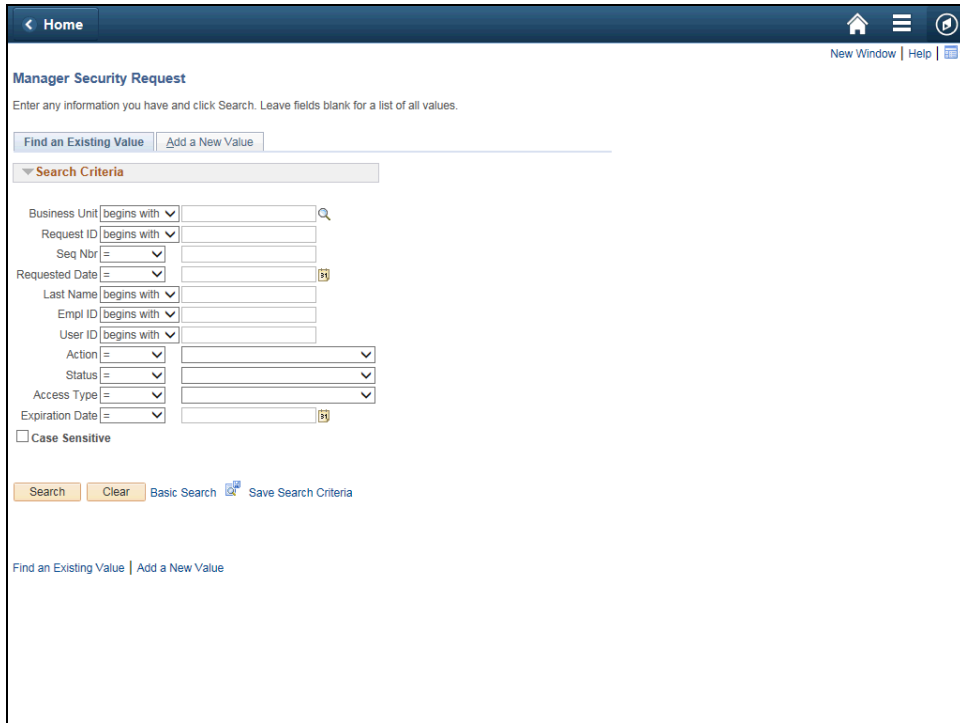| Step	Action
1.	Begin by navigating to the **Manager Security Request** page. **Note:** This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation. Click the **NavBar** icon.

Job Aid

Step	Action
2.	Click the **Navigator** icon.

Step	Action
4.	Click the **Manager Security Request** link. **Manager Security Request**

Step	Action
5.	A deletion request requires a new security request. A new value is needed. Click the **Add a New Value** tab. Add a New Value

Step	Action
6.	For this example, the Business Unit used is 40600. Click in the **Business Unit** field.

Job Aid

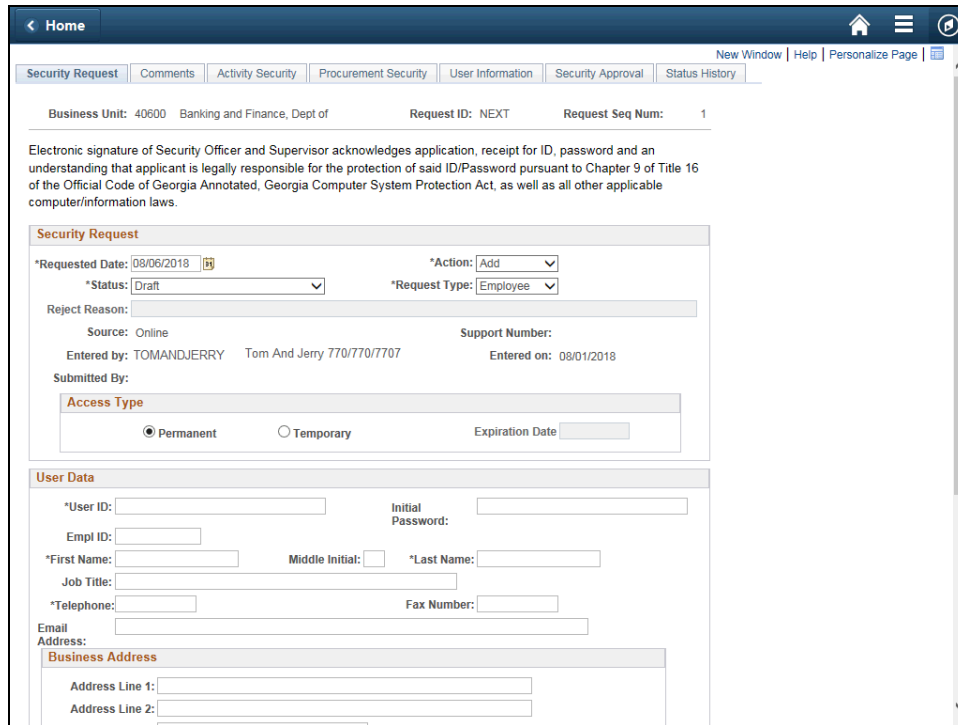| Step	Action
7.	For this example, the Business Unit used is 40600. Enter the appropriate information into the **Business Unit** field. For this example, type **40600**.

Step	Action
8.	Click the **Add** button. Add

Step	Action
9.	Here is the page where the Manager will input all relative information for the deletion request. Those items with a ***** are required. The first section includes items such as the **Request Date,** which is automatically 3 days later since SAO requires 3 days for completion. There is also **Action, Status,** and **Request Type** for items that can be changed by the user. The **Status** will be in Draft mode. The **Entered by** is automatically updated by the system.

Step	Action
10.	The next section is the **User Data** and includes areas that will need to be entered. Again, items with a ***** are required. Click in the **User ID** field. *User ID:

Step	Action
11.	Now, enter the User ID.
	The **User ID** is limited to 8-20 characters and the first charachter must be alpha.
	Enter the appropriate information into the **User ID** field.
	For this example, type **HHENDERSON**.

Step	Action
12.	There is a function that will bring in the user's existing data if they are in the TeamWorks system. After entering the **User ID**: ***NOTE:** If the user's data is not in the system, the information will not be updated and you will need to continue to input the user's data. Press **[Tab]**.

Step	Action
13.	Be sure to read the warning message. Click the **OK** button.

Step	Action
14.	Notice that the **User Data** area is now populated with the required information. ***NOTE:** If the user's data is not in the system, the information will not be updated and you will need to continue to input the user's data.

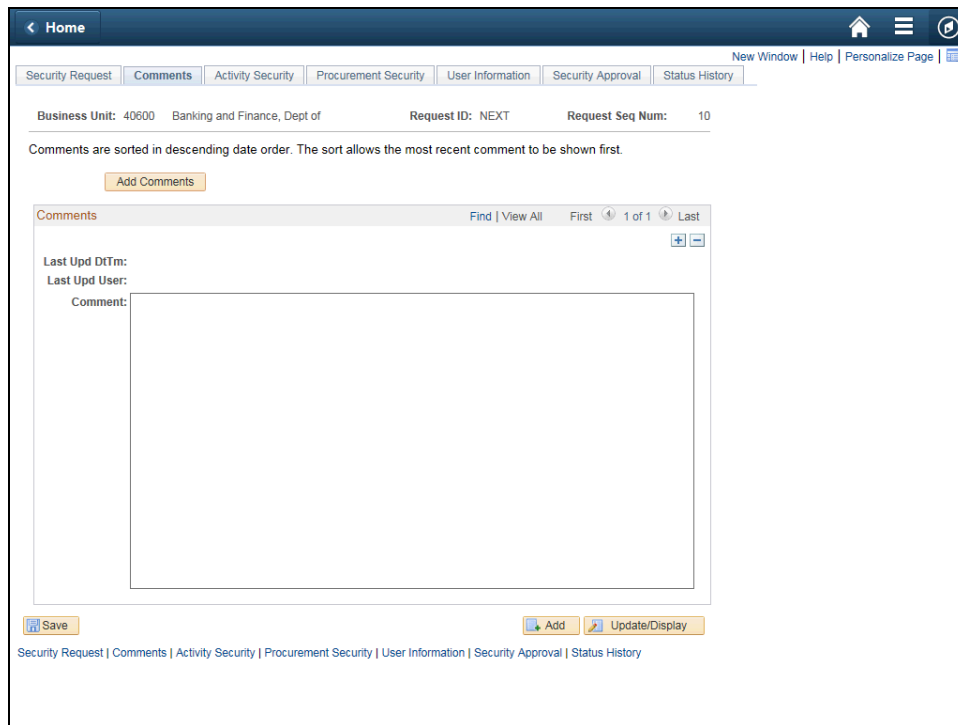| Step	Action
15.	Click the **Vertical** scrollbar to view the bottom of the page.

Step	Action
16.	Notice the **Supervisor's Information** data has also been automatically updated. Click the **Vertical** scrollbar to return to the top of the page.

Step	Action
17.	Click the **Comments** tab. Comments

Step	Action
18.	Click in the **Comment** field.

Job Aid

Step	Action
19.	The manager can enter a short description regarding the deletion request.
	Enter the appropriate information into the **Comment** field.
	For this example, type **Employee Terminated/No longer with Agency**.

Step	Action
20.	Check that all of the inputted information is correct. Always be sure to save your work.
	Click the **Save** button.

Step	Action
21.	Click the **Security Request** tab.

Step	Action
22.	At this point, the ***Action** field needs to be updated to reflect that this request is a deletion. Click the **Action** drop-down list. *Action: Change ▼

Step	Action
23.	Click the **Delete** list item. Add Change Delete Employee ▼

Step	Action
24.	Now that you have completed the deletion request, the status will need to be updated. You need to change the **Status** field from Draft to Manager Submitted. Click the **Status** list.

Step	Action
25.	Click the **Manager Submit** list item. Draft Manager Submit Rejected

Step	Action
26.	Click the **Vertical** scrollbar to view the bottom of the page.

Step	Action
27.	Always be sure to save your work. Click the **Save** button. ![Save button]

Step	Action
28.	An email will now be sent to the Agency Security Officer to inform them that they have a Security Request needing approval. The Agency Security Officer will need to review and approve before the request it is sent to SAO Security to process.

Step	Action
29.	Click **here** (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!