## Adults Quick Guide

# Withdrawing Requests

If you have sent a request or notification to the incorrect team/worker, or it no longer needs to be sent, you can withdraw it.

From within the workflow step the request was sent from:

- Click in the **Requests** icon 

- Click on the highlighted (sent) request/notification

- Select the **Withdraw** radio button

- Click the **OK** button

- Click the **Save** icon 

- Close the workflow step using the **Close Cross** icon  - you can say 'yes' to the save changes message