

Delete a Change Order

A Change Order can only be deleted by the Creator when the item is in the Draft state of the lifecycle. There are two ways to delete a Change Order:

1. Go to the list of Change Requests (**Contents** → **UCM** → **Change Orders**), and right-click on the Change Order you want to delete. Click **More** and then click **Delete**.
2. Click the three-dot icon in the Change Order view and select **Delete**.

