DCJ_Job Aid

Job Aid	How to Delete an Application
Grant Programs	All
Publication Date	03/29/2018
Revision Date	NA
Description	This job aid provides instructions for Grantees on how to delete unwanted Applications.

Contents

I. Overview

Applicants have the option to permanently delete from their account any application that has not yet been submitted.

1. Only applications that have **not** been submitted can be deleted. Once submitted, applications can no longer be archived or deleted.
2. Accounts are linked to a singular email address (*Account Owner*). The *Account Owner* is the only individual who may delete or archive an Application. *Collaborators* and *DCJ Administrators* do not have the ability to delete applications.

II. Log into ZoomGrants and locate the Project (Account Owner Only)

You may use any **up to date** browser (Internet Explorer, Mozilla Firefox, Safari, etc.). Chrome is preferred.

The account is associated with a single *Account Owner*. The *Account Owner* is responsible for all projects within his/her account and is the only person who can delete or archive an Application.

Account Owner login

1. *Account Owner* Login: https://zoomgrants.com/gprop.asp?donorid=2225

2. Log into ZoomGrants using your credentials

3. Click on **My Account Home**
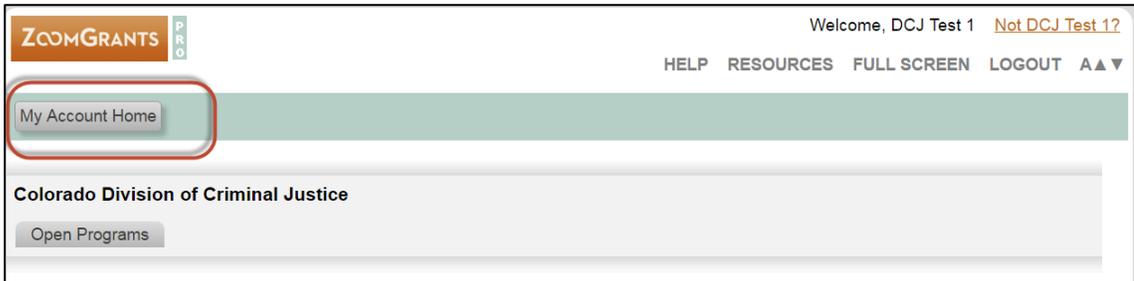
4. By default, **My Applications** screen is what you see once you click on **My Account Home**. You may only delete or archive an Application when it is located in the **Incomplete Applications** or **Archived Application** sections.

III. Delete or Archive an Application

1. Once the Application has been located in its respective section, you may delete/archive the project by clicking on the **'Trash Can'** button located to the left of the Application.

2. Once you click on the '**Trash Can'** button you will be prompted by a pop-up asking if you are sure you want to **archive** the application. Click 'Ok'.
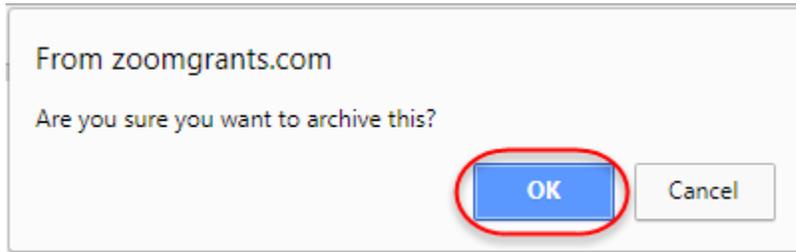
3. Once an application is Archived from the **Incomplete Applications** section it is moved to the **Archived Applications** section. To delete the Application permanently, you must delete the Application from the **Archived Applications** section as well.

4. To delete an Application from the **Archived Applications** section, click on the **'Delete'** button next to appropriate Application.

5. Once you click on the **'Delete'** button you will be prompted by a pop-up, asking if you are sure you want to permanently delete the application. Click 'Ok'.
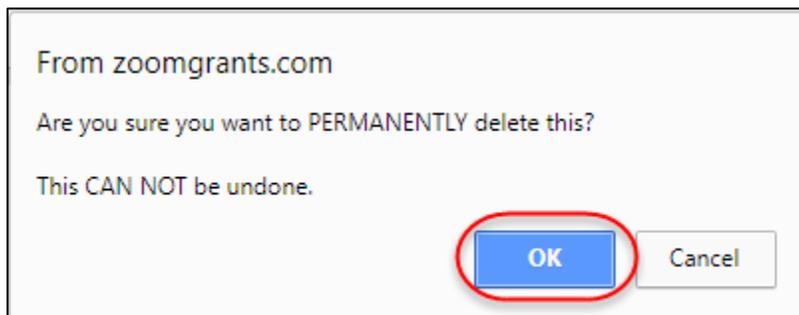
6. Once you have permanently deleted an Application you will get the following message.