Standard Work for: Unsubmitting and deleting the latest project version and deleting a TIP action no longer required in ESTIP

Description of the task:	Unsubmitting and deleting the latest project version and deleting a TIP action no longer required.	Revision Date: 8/18/2021
Process Owner:	Bret Anderson	Revision #: 3
Purpose:	Provide instruction to remove the latest project version and deleting a TIP action no longer required in ESTIP	Document Owner: Mark Hoffman
Supplies & safety equipment required:	Active ESTIP account	

WHAT?	Important Steps: List the critical steps of the operation that advance the work	HOW?	Key Points: List the tasks that allow you to complete the steps successfully.	Include a picture, a map, additional contacts or resources that are relevant for success when performing this job
1	Using Chrome, sign into ESTIP at https://estip.azdot.gov/secure/login			
2	This standard work describes how to remove a "locked" project status by un-submitting and deleting the latest project version under the in-progress, submitted and accepted phase as well as to delete a TIP action no longer required.			
3	Actions for deleting the latest project version that is In-Progress either for an adoption or amendment.	In the task bar place your cursor over the **open lock symbol (in-progress)**, then adoption or amendment and then **view all (TIP)**. From the adoption in progress or the amendment in progress page locate the project and click on the X on the right side to delete this project version. This will not delete the project from ESTIP only the latest version under the identified TIP ID number.		
4		From the adoption in progress or the amendment in progress page you can also update project information by clicking on the project TIP ID or		

		submit the project change for review and acceptance.	
5	**Actions for deleting the latest project version that is submitted for review either for an adoption or amendment.**	In the taskbar place your cursor over the arrow symbol (submitted), then adoption or amendment and then view all (TIP). From the programmed projects pending review page locate the project and click on the box to the far right of the page and then click on the red **unsubmit** box in the top right corner. The version of the project will be changed to in progress and can be deleted by clicking on the X on the **in progress page**. This will not delete the project from ESTIP only the latest version under the identified TIP ID number.	
6		- From the **adoption in progress or the amendment in progress page** you can also update project information by clicking on the project TIP ID and submit the project change for review. - From the **programmed projects pending review page** you can also update project information by clicking on the project TIP ID or accept the project changes by clicking on the box to the far right and clicking on the red **accept** box at the top of the page.	
7	**Actions for deleting the latest project version that is accepted for either an adoption or amendment.**	In the taskbar place your cursor over the check mark (accepted), then adoption or amendment and then view all (TIP). From the programmed projects-accepted projects page, locate the project and click on the box to the far right of the page and then click on the red **unsubmit** box in the top right corner. The version of the project will be changed to in progress and can be deleted by clicking on the X on the **in progress page**. This will not delete the project from ESTIP only the latest version under the identified TIP ID number.	

8		From the adoption in progress or the amendment in progress page you can also update project information by clicking on the project TIP ID and submit the project change for review and acceptance.	
9	**Actions for deleting a TIP amendment number if no longer required.**	On the front page under the TIP Actions Pending MPO/COG Approval locate the TIP ID to be deleted. Ensure that all projects are deleted from the TIP ID. If there are no projects assigned to the TIP ID there will be two "0" to the left of the TIP ID. Click on the X at the far right to delete the TIP ID.	