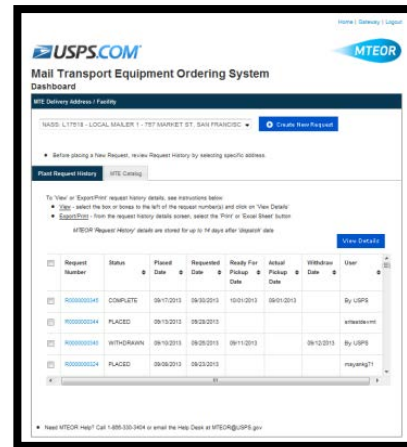


Withdraw MTE Request

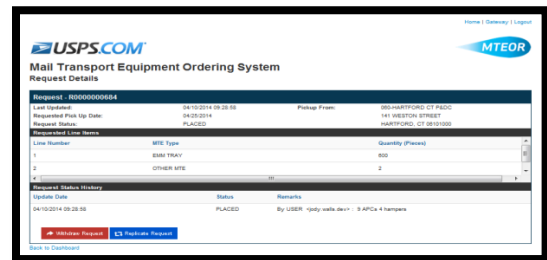
The “Withdraw Request” function allows users to easily remove requests from MTEOR after they have been placed. Click [here](#) to visit the MTEOR webpage for additional information.

1. Login into MTEOR and select your facility
2. Select the request to withdraw by marking the checkbox on the left, then select the “View Details” button

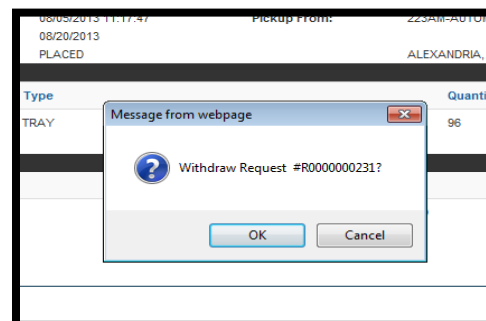
Note: You can also select the request number to view the Request Details page



3. Review request to confirm that it needs to be withdrawn
4. Click the red “Withdraw Request” button



5. A popup window will appear asking to withdraw the request
6. Click “Ok ” to confirm



7. A second popup window will verify that the request was successfully withdrawn
8. The Request Details page and MTEOR Dashboard will also reflect that the order was “Withdrawn”

