



# How do I delete a Permit Application?

This task card demonstrates how to delete Permit Applications from your Manage Permits list.

## 1. Search Applications

BICON allows you to delete saved incomplete applications if required.

To delete an application, go to **Permits** in the top menu on the home page. Select the **Manage Permits** tab, and search by application.

*Note: Select **Application** if you select **All Types** you will not get the tick box.*

The screenshot shows the BICON search interface with the 'Manage Permits' tab selected. The search criteria are set to 'Application'. The filters include:

- Identification Number: [Text Input]
- Permit Type: All
- Commodity: All
- Application Type: All
- Program: All
- Action Required Only:
- Owing Fees Only:
- Status: All
- Importer: All
- Importer Contact: All
- Applicant: Gates, Bill
- Created or Submitted: Between [Date Range]
- And: [Date Range]

Buttons for 'Reset All' and 'Search' are visible at the bottom right.

*Note: You will only be able to delete applications in draft status.*

## 2. Delete Selected Applications

Select the checkbox of the application that you wish to delete. Select the **Please select an action** dropdown, and select **Delete Selected Applications**. The application(s) will be deleted.

<input type="checkbox"/>	Application ID	Created	Importer	Applicant	Application Type	Status	Permit Type(s)
<input type="checkbox"/>	0000149050	02/03/2015			New Permit	Draft - Incomplete	Plant and Plant Products (Non-standard goods)
<input type="checkbox"/>	0000149119	02/03/2015	Brown, Zac	Gates, Bill	New Permit	Submitted	Plant and Plant Products (Non-standard goods)
<input type="checkbox"/>	0000149131	02/03/2015	Brown, Zac	Gates, Bill	New Permit	Submitted	Plant and Plant Products (Non-standard goods)
<input checked="" type="checkbox"/>	0000149669	04/03/2015			New Permit	Draft - Incomplete	Biological products (Standard goods)
<input type="checkbox"/>	0000149717	04/03/2015	Brown, Zac	Gates, Bill	New Permit	Accepted	Biological products (Standard goods)

Below the table, there is an action dropdown menu with the following options:

- Please select an action
- Please select an action
- Copy Selected Application
- Delete Selected Applications
- Submit Selected Applications

Additional interface elements include a 'Transfer To:' dropdown set to 'Select Registered User', a 'Transfer' button, a pagination control showing page 2 of 4, and a 'Results per page:' dropdown set to 5. An 'Export Results' link is also present.