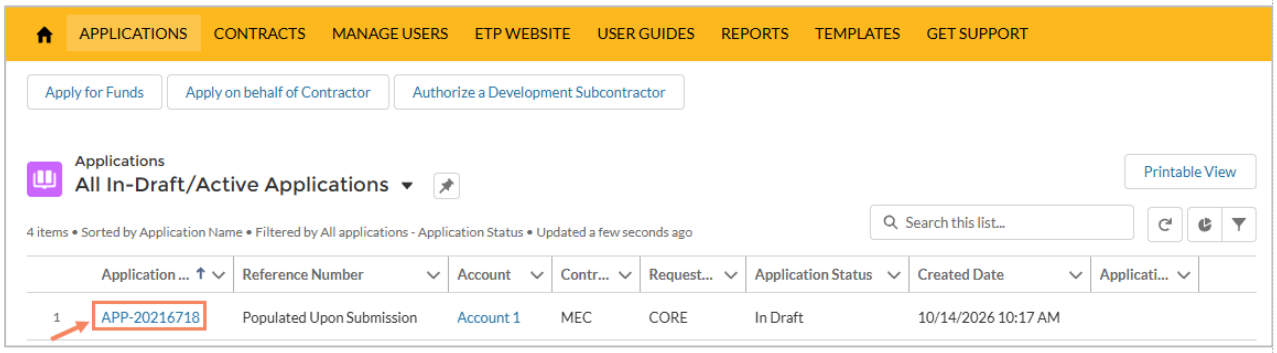
CAL-E-FORCE REFERENCE GUIDE: INACTIVATING YOUR APPLICATION

1. At the top of the landing page, select the **Applications** button on the Navigation Bar

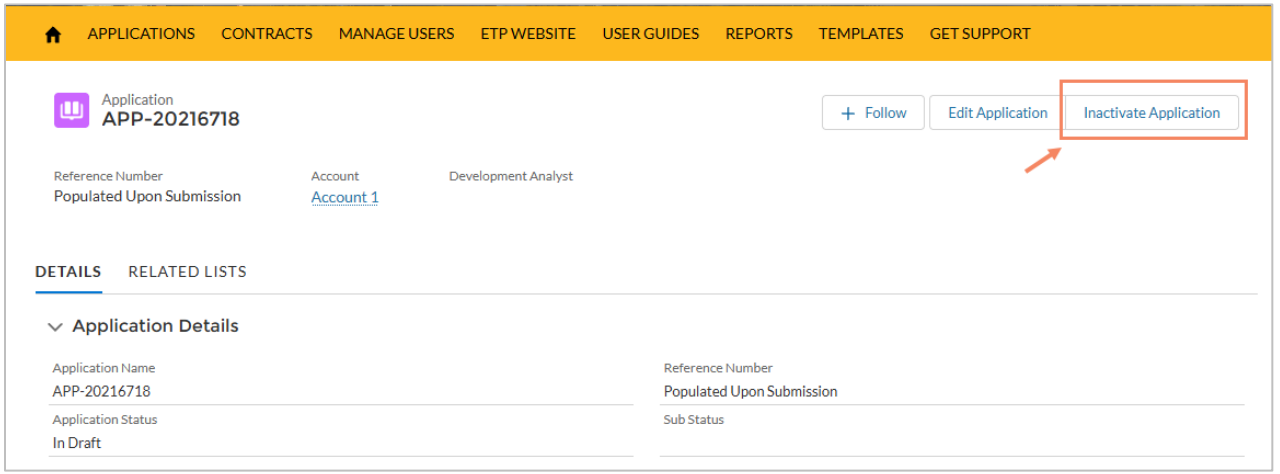


2. Click the **Application Name** of the application that you would like to inactivate. The system will take you to that application's details page

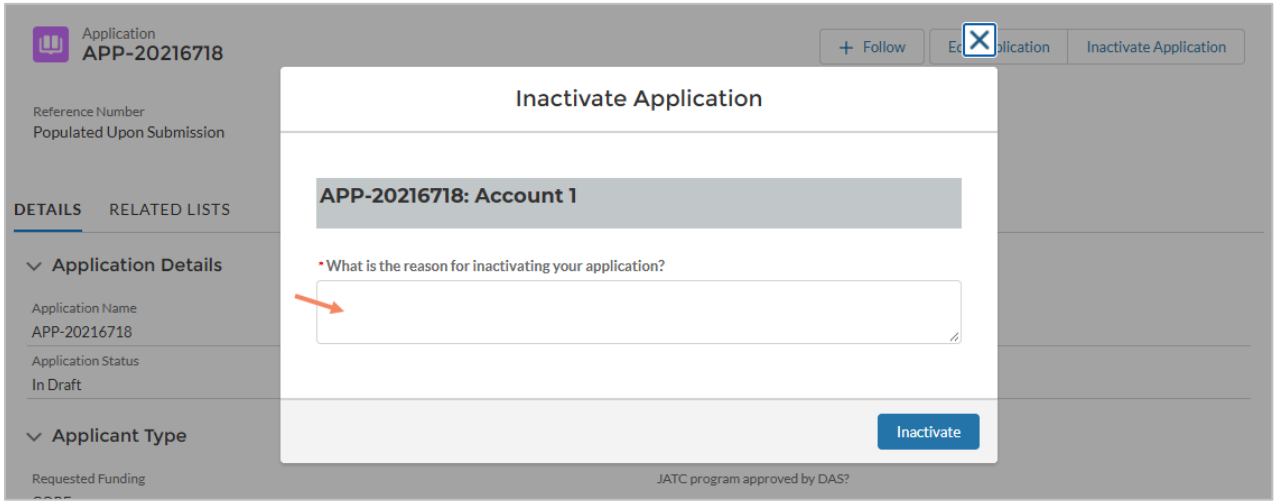


CAL-E-FORCE REFERENCE GUIDE: INACTIVATING YOUR APPLICATION

3. At the top of the application detail page, select the **Inactivate Application** button.

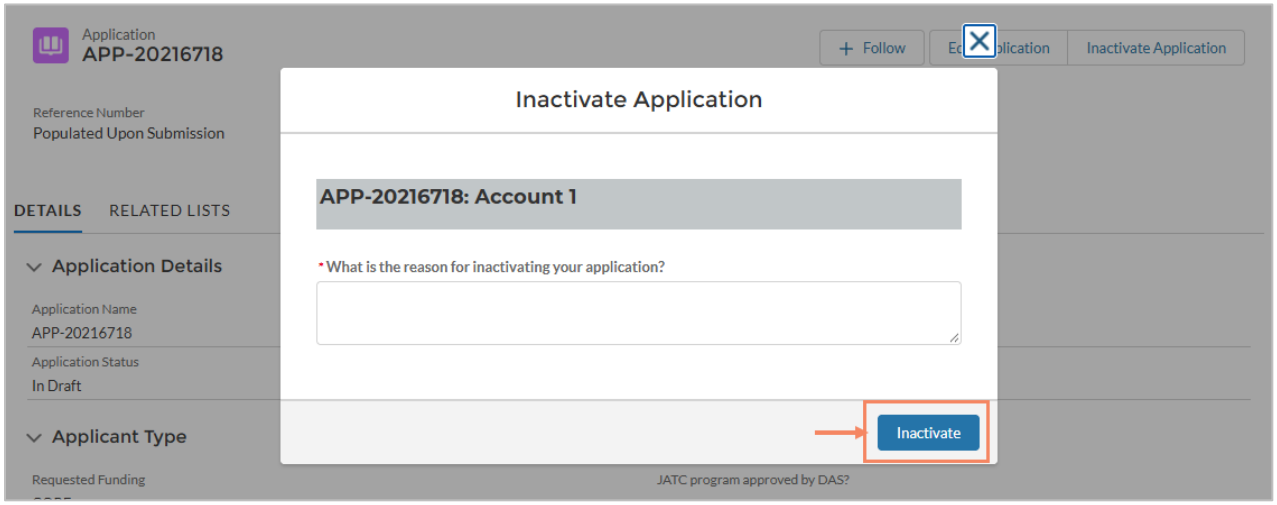


4. A pop up within the window will open. Enter in the reason for inactivating your application (ex. “Created in Error”.)



CAL-E-FORCE REFERENCE GUIDE: INACTIVATING YOUR APPLICATION

5. Click **Inactivate** to submit the inactivation.



6. You will see a green confirmation banner confirming that the application has been successful inactivated.

