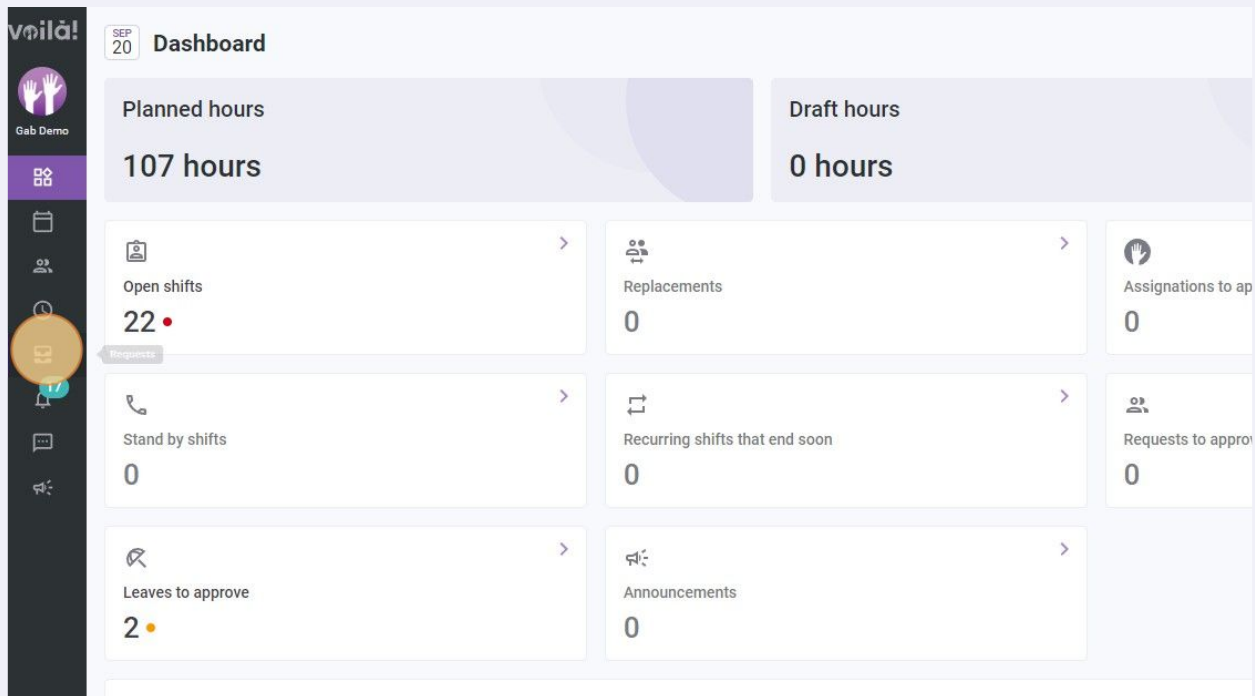# How to delete a leave request
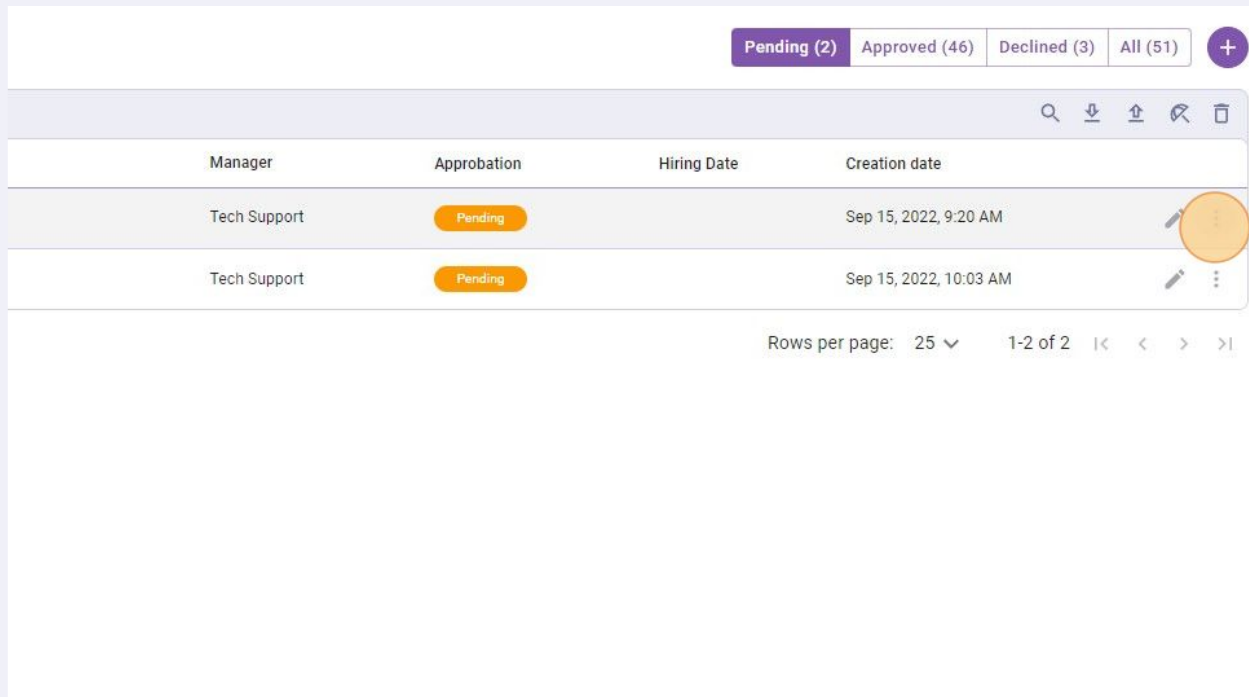
1 Navigate to the Voilà! web console https://console.voila.app/en/dashboard

2 Go into the requests section.
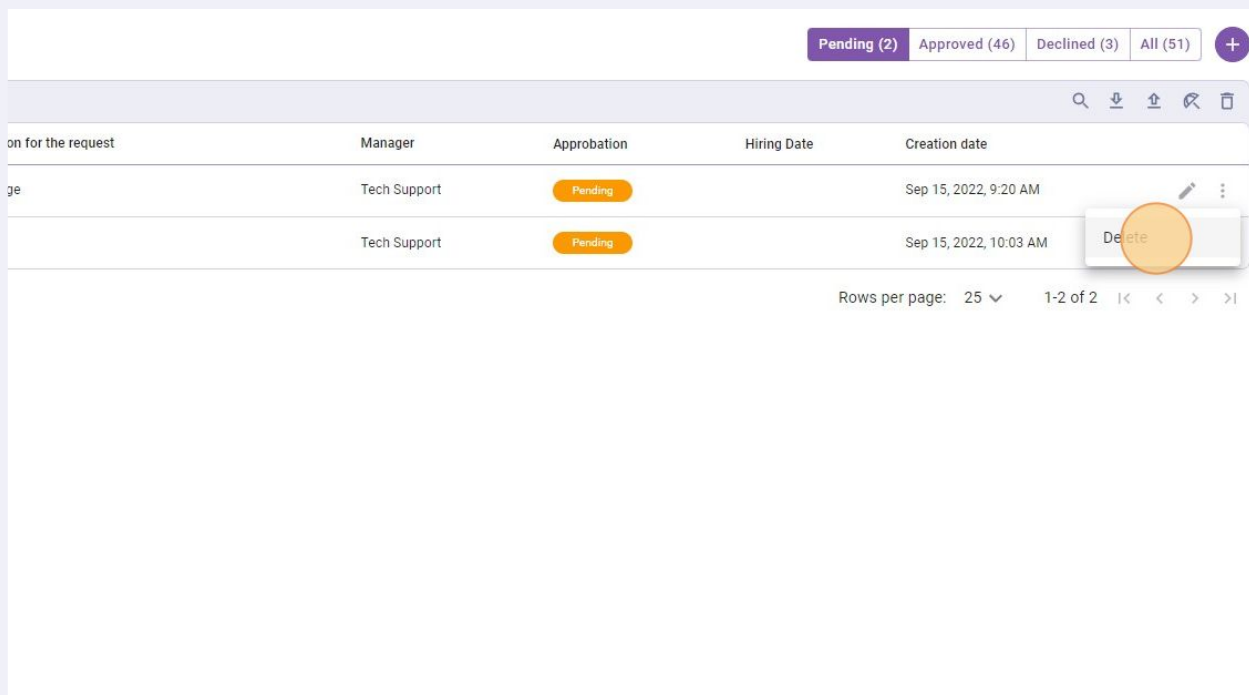
3 Click on the three points icon.

	Manager	Approbation	Hiring Date	Creation date		
				Pending (2)	Approved (46)	Declined (3)	All (51)	+
	Tech Support	Pending		Sep 15, 2022, 9:20 AM		⋮
	Tech Support	Pending		Sep 15, 2022, 10:03 AM		⋮

Rows per page: 25 ∨   1-2 of 2 |< < > >|

4 Click on Delete.

on for the request	Manager	Approbation	Hiring Date	Creation date		
				Pending (2)	Approved (46)	Declined (3)	All (51)	+
ge	Tech Support	Pending		Sep 15, 2022, 9:20 AM		⋮
	Tech Support	Pending		Sep 15, 2022, 10:03 AM	Delete	

Rows per page: 25 ∨   1-2 of 2 |< < > >|

5 Click on Confirm to delete the request.

| , 2022 -
, 2022 | Vacation leave | Trip | | Tech Support | Pending | Sep 15, |

Rows per page:

Delete leave request? ✕

Do you really want to delete this leave request?

Cancel Confirm