

Cancel PPR

Step-by-Step Instructions

Notes: These training videos were created the fall of 2015. The content of each screen is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.

For optimum viewing and functionality of LGIS use **Internet Explorer 11**.

You may have a PPR in Incomplete Status that you want to cancel. Perhaps the wrong As At Date was used or the data entered is incorrect and you want to start over.

1. Log on to LGIS
2. **Click** on Capital Grants
3. **Click** Manage Projects
4. **Click** on the appropriate Project Number
5. **Click** on the PPR number that you want to cancel
6. **Click** on the Submission Tab
7. **Click on Cancel PPR**
 - You will receive a warning message advising you that this action cannot be undone and asks you to confirm if you want to proceed.
8. **Click OK**
 - You will receive a message advising you that the PPR was successfully cancelled.