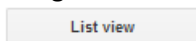
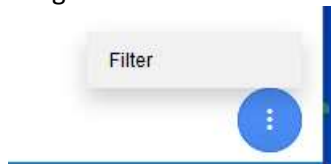


Locating Signs Due for Removal

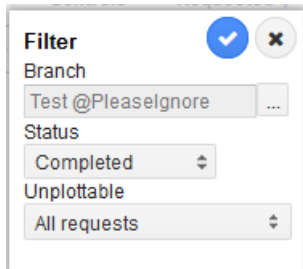
- 1) Navigate to the **List View** by clicking the following button.



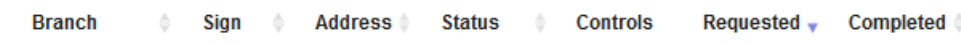
- 2) Ensure that the **List View** filter displays “Completed” requests by clicking on the filter icon and selecting **Filter**.



- 3) Select the **Status** of “Completed”, and click the Tick icon.



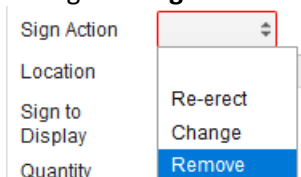
- 4) Click on the **Completed** column to sort by **Complete Date** either ascending or descending which is controlled by the number times the column is clicked.



- 5) For the requests where the removal time is due, use the **Edit Request** symbol to load the Request information.



- 6) Change the **Sign Action** to “Remove”.



- 7) Click the **Submit** button.

