

# Grant Helper

## *Delete Grant*

Purpose: To delete un-submitted grant application





Employer may delete the un-submitted grant application to not proceed with the grant.



The un-submitted grant will be expired automatically within seven (7) days of grant application is filled up if the application is pending for submission.

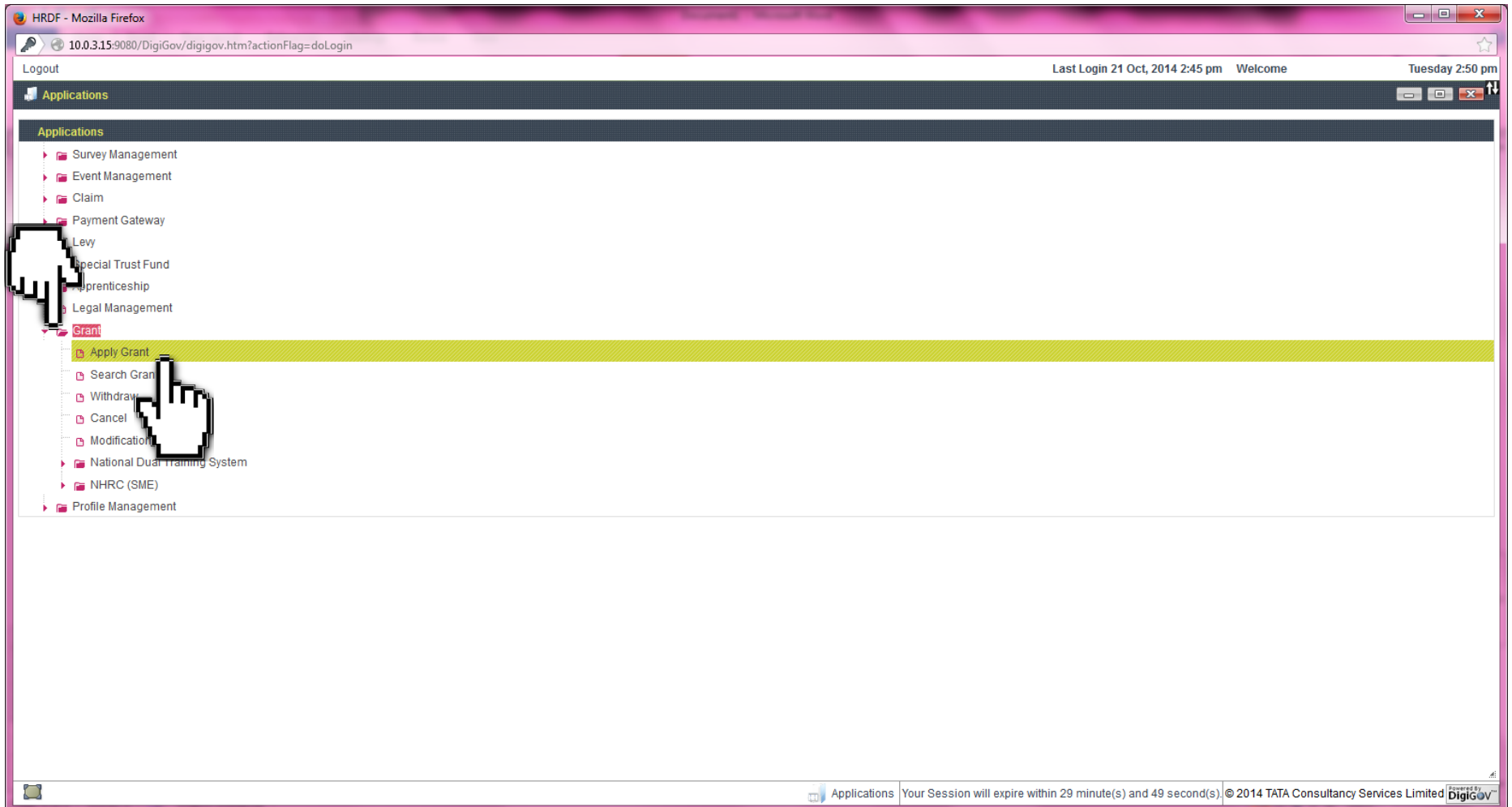
(1) Login to Employer's *eTRiS* account

(2) Click **Application**



(3) Click Grant

(4) Select Apply Grant



**(5) Click Delete** (Please ensure to select the right application by referring to the Grant Reference No.)

The screenshot shows a web browser window with the URL <http://10.0.3.15:9080/DigiGov/digigov.htm?actionFlag=doLogin>. The page title is "HRDF - Windows Internet Explorer provided by PSMB". The user is logged in as "Welcome" and the date is "Tuesday 3:05 pm".

The page content includes a navigation menu with "Applications" and "Apply Grant". Below this is a "Levy Information" section with the following data:

Company Name		Levy Balance	RM 101,330.46
Total Grant Approved	RM 25,336.00	Grant Balance	RM 209,716.24
Non-Technical Grant Balance	RM 88,145.10	Total Amount Applied	RM 1,423.00

Below the Levy Information, there are "Apply" and "Cancel" buttons. The text below reads: "Below are the un-submitted grant application."

Sr.No.	Grant Reference No.	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	206981D_14_0247	21/10/2014	SBL	NA	Not Submitted		28/10/2014	Edit Delete
2	206981D_14_0246	21/10/2014	SBL	NA	Not Submitted		28/10/2014	Edit Delete
3	206981D_14_0245	21/10/2014	SBL	NA	Not Submitted		28/10/2014	Edit Delete
4	206981D_14_0242	20/10/2014	SBL	qqq	Not Submitted		20/10/2014	Edit Delete
5	206981D_14_0241	20/10/2014	SBL	NA	Not Submitted		27/10/2014	Edit Delete
6	206981D_14_0240	20/10/2014	SBL	NA	Not Submitted		27/10/2014	Edit Delete

At the bottom of the table, it says "198 records found, displaying 1 to 6 records." and there are pagination controls: [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next / Last].

Below the table, there is a question: "Proceed with new grant-scheme application?" with "Apply" and "Cancel" buttons.

*The screen will display a list of applications that have not been submitted to the HRDF.*

(6) Click **OK** if you agree to delete the application

The screenshot shows a web browser window titled "HRDF - Mozilla Firefox" with the URL "https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en\_US". The page displays a navigation menu with "Applications" selected. Below the menu, there are buttons for "Apply Grant", "Apply", and "Cancel". A message states "Below are the un-submitted grant application." followed by a table of grant applications. The table has columns for Sr.No., Grant Reference No., Grant Saved Date, Scheme Name, Programme/Course Title, Application Status, Total Requested Amount (RM), Expiry Date, and Actions. One record is shown with status "Not Submitted". A confirmation dialog box is overlaid on the table, asking "Are you sure you want to delete this grant?". The dialog has "OK" and "Cancel" buttons, with a mouse cursor pointing at the "OK" button. At the bottom of the page, there is a footer with "Applications", "Your Session has expired", "Hotfix\_V2.55.5.1", and "Powered By DigiGov".

Sr.No.	Grant Reference No.	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	713993D_16_0001	29/08/2016	SBL	NA	Not Submitted		05/09/2016	Edit Delete



Once successfully deleted the grant application, the grant application will no longer appear in the *eTRiS*.