

Edit or Delete an Activity

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To edit or delete an activity:

1. Click the  icon in the top bar > **Applications** in the **Application Management** section.
2. Click an application to display the **Edit Application** page.
3. Scroll down to view the **Activities** section.

Activities

[+ CREATE AN ACTIVITY](#)

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|--|---|---|
| Identify Risks Manage your internal risk library including adding and updating risks across the organization. Input new risks and categorize by process, risk category or objectives. |  |  |
| Launch Risk Assessment Launch risk assessment by identifying relevant risks for each business unit and assign risk owners for analysis. |  |  |
| Assess & Treat Perform periodic assessments of inherent and residual risks, understand contributing factors and consequences to your risks, and attach mitigating strategies to your high risks. |  |  |
| Monitor & Review Through reports and key risk indicators and trending |  |  |
| Issues & Actions Review issues and actions which have been identified as a result of risk assessments. |  |  |

The Activities section of the Edit Application page.

4. To rearrange the order of the activities as they appear in the left navigation menu, click the  icon next to an activity then drag it to a new location on the page.
5. To edit the name or description of the activity:
 - a. Click an activity from the **Edit Application** page to show the **Edit Activity** page.
 - b. Click the  icon next to the activity at the top of the page.
 - c. Click Done to return to the **Edit Application** page.
6. To delete an activity, click the  icon next to the activity, then click **Yes** to confirm.



Deleting an activity will delete all the actions or views associated with it.

7. Click **Done** when complete.