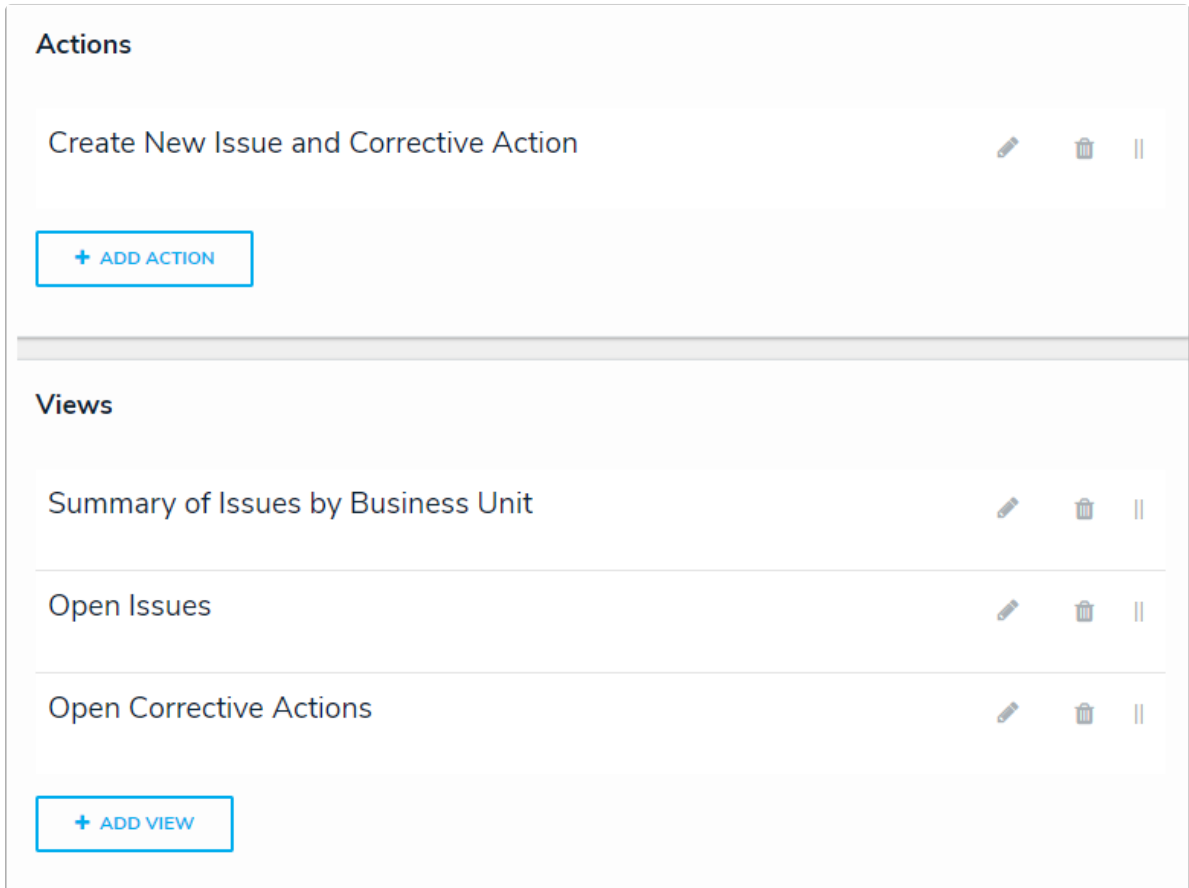


Edit or Delete an Action, View or Role

Last Modified on 10/16/2020 2:48 pm EDT

To edit or delete an action or view:

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.
4. Click an activity to show the **Edit Activity** page.



The screenshot shows the 'Edit Activity' page. It has two main sections: 'Actions' and 'Views'. The 'Actions' section contains one action, 'Create New Issue and Corrective Action', with edit, delete, and help icons. Below it is a '+ ADD ACTION' button. The 'Views' section contains three views: 'Summary of Issues by Business Unit', 'Open Issues', and 'Open Corrective Actions', each with edit, delete, and help icons. Below the views is a '+ ADD VIEW' button.

The Edit Activity page with actions and views.

5. To edit the details of an action or view, click the  icon next to the action or view.



Once saved, you **cannot** select a new object type for an action or a view without deleting then recreating that action or view.

6. To delete an action, view, or role from the activity, click the  icon next to that action, view, or role, then click **Yes** to confirm.
7. Click **Done** when finished.