

Edit or Delete an Action, View or Role

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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.

Actions			
Create New Issue and Corrective Action	can b	Û	Ш
+ ADD ACTION			
Views			
Summary of Issues by Business Unit		Û	Ш
Open Issues	din .	Û	Ш
Open Corrective Actions	and the second sec	Û	Ш
+ ADD VIEW			

The Edit Activity page with actions and views.

5. To edit the details of an action or view, click the \searrow 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 $\frac{1}{100}$ icon next to that action, view, or role, then click **Yes** to confirm.
- 7. Click **Done** when finished.