

How to delete a participant's activity:

To delete a participant's activity they will need to have two current activities for that Section of the Award.

1. Go to the participant's profile and to the relevant Section of the Award.

The screenshot shows the participant profile for Jess Jess (PN000473275). The left sidebar contains a menu with 'Participants' highlighted in red. The main content area shows the 'Bronze Level' tab selected, with 'Skills' also highlighted in red. Below the tabs, there is a progress bar with stages: 'In Progress', 'Assessor Approval', 'Award Leader Signed', 'Award Office Signed', 'Completed', 'Issued', and 'Deleted'. The 'Assessor Details' section shows the assessor's name as Thomas Hop and email as thomas@defefilary.org.nz. The 'Activity Detail' section shows 'Environment / Nature' and 'Astronomy' as selected activity types.

Title	Name	Email	Phone	State
Mr	Thomas Hop	thomas@defefilary.org.nz	—	—

Activity Detail

Activity Type: Environment / Nature x

Activity: Astronomy x

Logs

No logs

2. Under the activity you wish to delete click on **Deleted**

The screenshot shows the user profile page for Jess Jess (PN000473275). The left sidebar contains navigation options: To Do List, Participants (highlighted with a red box), Leaders, Adventurous Journey, User Guides, Reports, and My Organisation. The main content area has tabs for Detail, Award Level (highlighted with a red box), and History Log. Below these are sections for Award Details, Quilting, and a progress flow. The progress flow includes buttons for In Progress, Assessor Approval, Award Leader Sign-off, Award Office Sign-off, Completed, and Deleted (highlighted with a red box). A green circle highlights the 'Astronomy' activity, and a green arrow points from it to the 'Deleted' button. Below the progress flow is an 'Assessor Details' table with columns for Title, Name, Email, Phone, and State. The 'Activity Detail' section shows 'Environment / Nature' and 'Astronomy' as selected activity types. The 'Logs' section shows 'No logs'.

3. The system will ask you to confirm that you want to delete the activity. Click **CHANGE**.

The confirmation dialog box is titled 'Change to Deleted'. It contains two buttons: 'Close' and 'Change'. A red arrow points from the 'Change' button to the right. The dialog box is overlaid on a blurred background of the user profile page.

- The activity will still show on your information as deleted. If you have made a mistake you can restore the activity. However, for the participant, this activity will be gone from their profile.

The screenshot shows a user profile for 'Jess Jess (PM000473275)'. The left sidebar contains navigation options: 'To Do List', 'Participants', 'Locations', 'Advertisement Journey', 'User Guides', 'Reports', and 'My Organisation'. The 'Participants' option is highlighted with a red box. The main content area shows a profile for 'Jess Jess' with tabs for 'Email', 'Assessor Level', and 'History Log'. Below this are sections for 'Assessor Details', 'Qualifying', and a progress bar. The 'Qualifying' section has a green box around 'Autonomy'. The progress bar has a green box around 'Deleted'. A message states: 'This activity is deleted. You can restore it by clicking the button below.' A blue 'Restore Activity' button is shown with a purple arrow pointing to it. Below the message is an 'Assessor Details' table and an 'Activity Detail' section.

Title	Name	Email	Phone	Role
Mr	Thomas Phip	thomas.phip@defence.gov.uk	---	---

Activity Detail

Activity Type: Environment / Nature

Activity: Autonomy

Logs 9/338

No logs

Add Log