

How to Delete an Activity from your Workspace

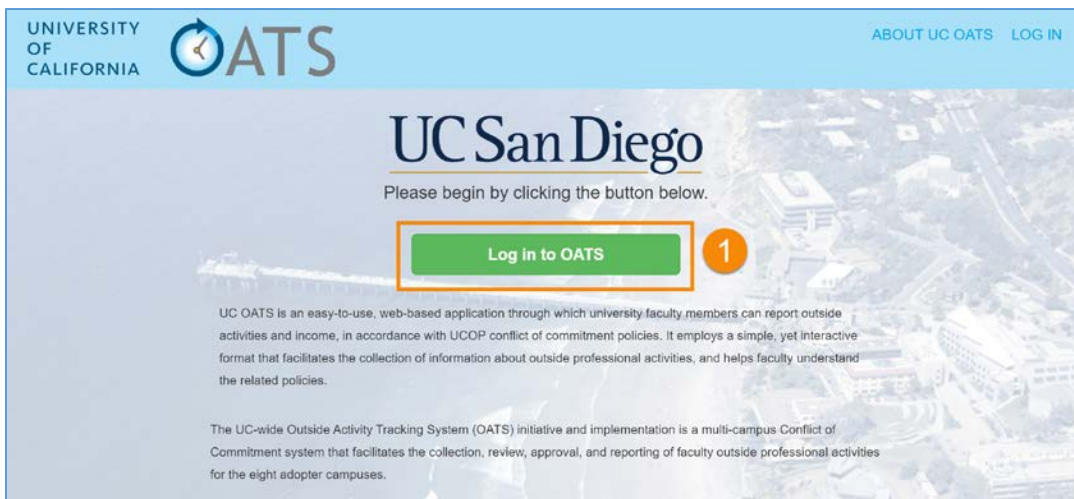
Overview

Once an activity has been added into your workspace, only a few details may be modified (activity label, organization name, and organization type). To change additional information such as activity type, you will need to delete the activity from your workspace and resubmit it.

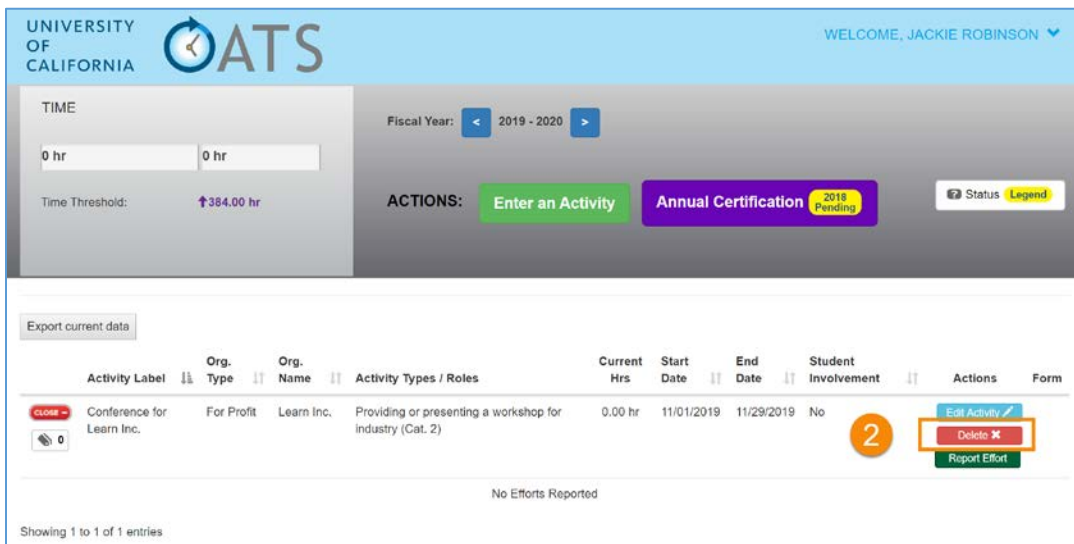
Process

To delete an activity,

1. Visit <https://ucsd.ucoats.org/> and log in using your campus credentials. If you experience issues logging in, please contact esr-oats@ucsd.edu for assistance.



2. Once logged in you will be in the current fiscal year workspace. Locate the activity you want to delete and click the “Delete” button. The delete button will not be available if you have reported effort on the activity.



To delete an activity with reported effort, do the following:

- Click the “open” button to view the reported effort.

Export current data

Activity Label	Org. Type	Org. Name	Activity Types / Roles	Current Hrs	Start Date	End Date	Student Involvement	Actions	Form
Conference for Learn Inc.	For Profit	Learn Inc.	Providing or presenting a workshop for industry (Cat. 2)	56.00 hr	11/01/2019	11/29/2019	No	Edit Activity Report Effort	

Showing 1 to 1 of 1 entries

- Delete all of the activity effort.

Export current data

Activity Label	Org. Type	Org. Name	Activity Types / Roles	Current Hrs	Start Date	End Date	Student Involvement	Actions	Form
Conference for Learn Inc.	For Profit	Learn Inc.	Providing or presenting a workshop for industry (Cat. 2)	56.00 hr	11/01/2019	11/29/2019	No	Edit Activity Report Effort	

Actions	# of Hours Against Threshold	# of Reported Hours	Start Date	End Date
Edit Effort Delete	32.00	32.00	10/14/2019	10/18/2019
Edit Effort Delete	8.00	8.00	10/21/2019	11/29/2019
Edit Effort Delete	16.00	16.00	11/25/2019	11/29/2019

Showing 1 to 1 of 1 entries

- Once the effort has been removed, the activity “Delete” button will become available. Click the activity “Delete” button to remove the activity from your workspace.

Export current data

Activity Label	Org. Type	Org. Name	Activity Types / Roles	Current Hrs	Start Date	End Date	Student Involvement	Actions	Form
Conference for Learn Inc.	For Profit	Learn Inc.	Providing or presenting a workshop for industry (Cat. 2)	0.00 hr	11/01/2019	11/29/2019	No	Edit Activity Delete Report Effort	

No Efforts Reported

Showing 1 to 1 of 1 entries