

## 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,

 Visit <u>https://info.ucoats.org/pages/training</u> and select your campus from the "Access UC OATS Portal" menu.



2. Log into UC OATS using your campus credentials. If you experience issues logging in, please contact your campus support for assistance.





3. 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.

UNIVERSITY OF CALIFORNIA OVELLO V													
SUMMARY Earnings Reported: 50 Owed To Plan: 50 Paid To Plan: 50	TIME 0 hr 0 hr Time Threshold: †384.00 hr	EARNINGS 50 Earnings Threshold:	\$0 †\$40,120.00										
Fiscal Year: < 2019 - 2020 > ACTIONS: Enter an Activity Annual Certification Department Reveauer Export current data													
Org. Type         Org. Type         Org. Name           Medical Conference for Medical Inc.         For Profit Inc.         Medical Conference for Inc.	Activity Types / Roles      Providing or presenting a workshop for industry (Cat 2)	Hrs         Start         End         Student           Earnings         Date         If         Date         If         Involvement           t.         0.00 hr/         10/11/2019         11/29/2019         No         0.00	t Jî Actions Form										
No Incomes Reported Showing 1 to 1 of 1 entries													

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

4. Click the "open" button to view the reported effort.

Export of	current data													
	Activity Label	Į£.	Org. Type ↓†	Org. Name	11	Activity Types / Roles	Current Hrs / Earnings	Start Date	11	End Date ↓†	Student Involvement	11	Actions	Form
	M.4 Conference for M.4 Inc.	or	For Profit	Medical Conference for Medical Inc.	or	Providing or presenting a workshop for industry (Cat. 2)	16.00 hr/ 400.00	10/11/20	19	11/29/2019	No		Edit Activity 🖍 Report Earnings / Effort	
Showing	1 to 1 of 1 entries													

5. Delete all of the activity effort.

Export cu	urrent data													
	Activity Label	11	Org. Type ↓† (	Org. Name		1 Activity Types / Role	5	Current Hrs / Earnings	Start Date ↓†	End Date ↓†	Student Involvement	lt -	Actions	Form
<b>(1055 -)</b>	Medical Conference for Medica Inc.	al	For Profit	Medical Confer nc.	ence for Medical	Providing or presenting 2)	g a workshop for industry (Cat.	16.00 hr/ 400.00	10/11/2019	11/29/2019	No	E Report	Rt Activity 🖍 Earnings / Effort	
Actions			Туре		# of Hours Agair	nst Threshold	# of Reported Hours	\$ Against Th	reshold	\$ Reported	# of Shares	Start Date	End Date	•
Edit Ea	arning/Effort	5	Cash (Check/	EFT)	16.00		16.00	\$400.00		\$400.00		10/11/2019	10/15/201	19
Showing 1	to 1 of 1 entries													

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

Expo	t current data													
	Activity Label	ĮŁ	Org. Type	1 Org. Name	ţţ	Activity Types / Roles	Current Hrs / Earnings	Start Date ↓†	End Date ↓	Student Involvement		lt	Actions	Form
(CLOSE (1)	<ul> <li>Medical Conference for Med</li> <li>Inc.</li> </ul>	ical	For Profit	Medical Conference for N Inc.	ledical	Providing or presenting a workshop for industry (Cat. 2)	0.00 hr/ 0.00	10/11/2019	11/29/2019	No	6	ļ	Edit Activity 🖍 Delete 🗙 Report Earnings / Effort	
No Incomes Reported														
Showir	g 1 to 1 of 1 entries													