

How to Delete an Activity from your Workspace

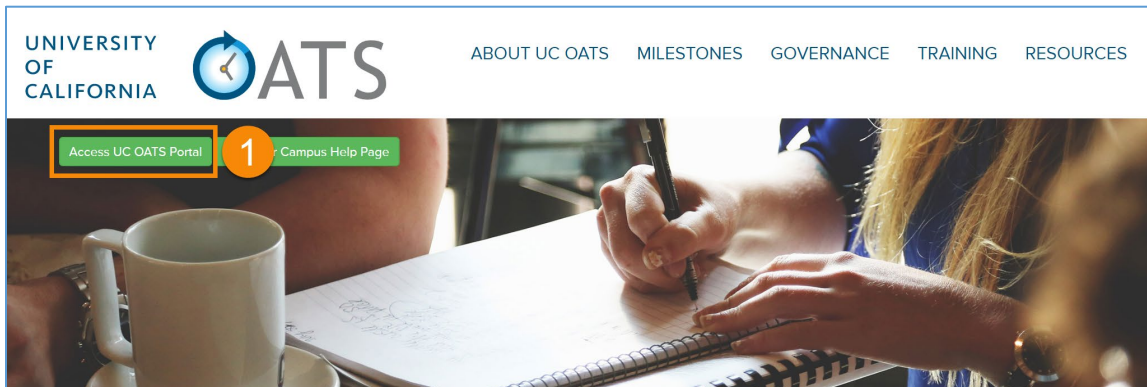
Overview

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.

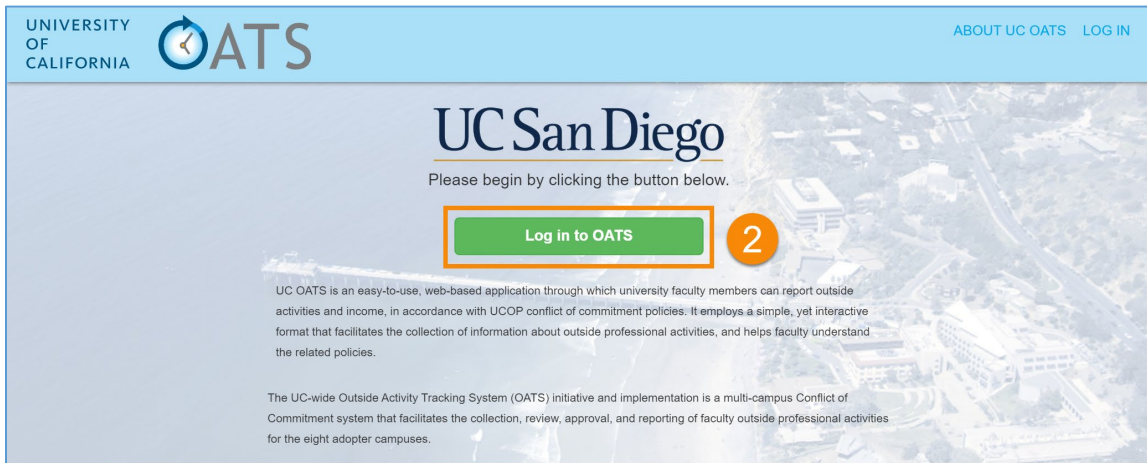
Process

To delete an activity,

1. Visit <https://info.ucoats.org/pages/training> 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.



- 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 **ATS** WELCOME, ANTONIA NOVELLO

SUMMARY
Earnings Reported: \$0
Owed To Plan: \$0
Paid To Plan: \$0

TIME
0 hr / 0 hr
Time Threshold: ↑384.00 hr

EARNINGS
\$0 / \$0
Earnings Threshold: ↑\$40,120.00

Fiscal Year: 2019 - 2020 ACTIONS: Enter an Activity Annual Certification 2019 Department Reviewer Status Legend

Export current data

Activity Label	Org. Type	Org. Name	Activity Types / Roles	Current Hrs / Earnings	Start Date	End Date	Student Involvement	Actions	Form
Medical Conference for Medical Inc.	For Profit	Medical Conference for Medical Inc.	Providing or presenting a workshop for industry (Cat. 2)	0.00 hr / 0.00	10/11/2019	11/29/2019	No	Edit Activity Delete Report Earnings / Effort	

No Incomes Reported

Showing 1 to 1 of 1 entries

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 / Earnings	Start Date	End Date	Student Involvement	Actions	Form
Medical Conference for Medical Inc.	For Profit	Medical Conference for Medical Inc.	Providing or presenting a workshop for industry (Cat. 2)	16.00 hr / 400.00	10/11/2019	11/29/2019	No	Edit Activity Report Earnings / 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 / Earnings	Start Date	End Date	Student Involvement	Actions	Form
Medical Conference for Medical Inc.	For Profit	Medical Conference for Medical Inc.	Providing or presenting a workshop for industry (Cat. 2)	16.00 hr / 400.00	10/11/2019	11/29/2019	No	Edit Activity Report Earnings / Effort	

Actions	Type	# of Hours Against Threshold	# of Reported Hours	\$ Against Threshold	\$ Reported	# of Shares	Start Date	End Date
Edit Earnings / Effort Delete	Cash (Check/EFT)	16.00	16.00	\$400.00	\$400.00		10/11/2019	10/15/2019

Showing 1 to 1 of 1 entries

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

Export current data

Activity Label	Org. Type	Org. Name	Activity Types / Roles	Current Hrs / Earnings	Start Date	End Date	Student Involvement	Actions	Form
Medical Conference for Medical Inc.	For Profit	Medical Conference for Medical Inc.	Providing or presenting a workshop for industry (Cat. 2)	0.00 hr / 0.00	10/11/2019	11/29/2019	No	Edit Activity Delete Report Earnings / Effort	

No Incomes Reported

Showing 1 to 1 of 1 entries