

Unite Education Program v6.4

Job Aid: 5243

Deactivate an Event




At any time, you can deactivate an event record. When you deactivate an event record, the record becomes inactive and is available for viewing in a read-only format. You can re-activate the record at any time.

To deactivate an event

1. Open a browser and log on to Unite.
2. On the main menu, click EVENTS.
3. On the navigation pane, click **Events**.
4. In the **Event name** column, click the name of the event.

Note

You may need to sort, filter, or search to find the record you want to open.

5. On the command bar, click  **Deactivate** .
6. Click  .
7. On the command bar, click  to close the record.

Note

Once you deactivate an event record, you can access the record on the *Inactive events* system view.