

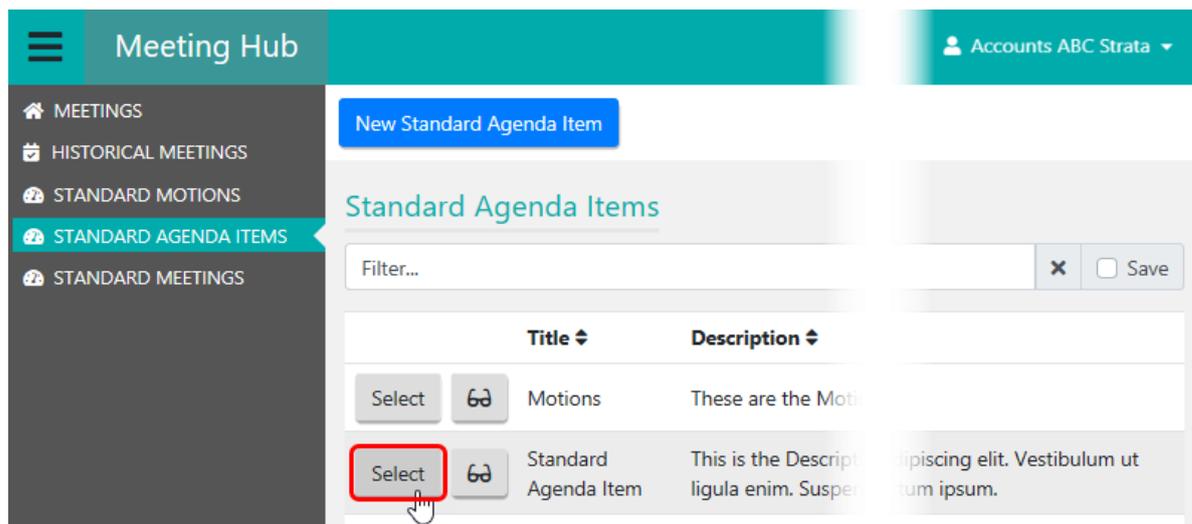
Deleting Standard Agenda Items

Last Modified on 03/04/2020 3:47 pm AEST

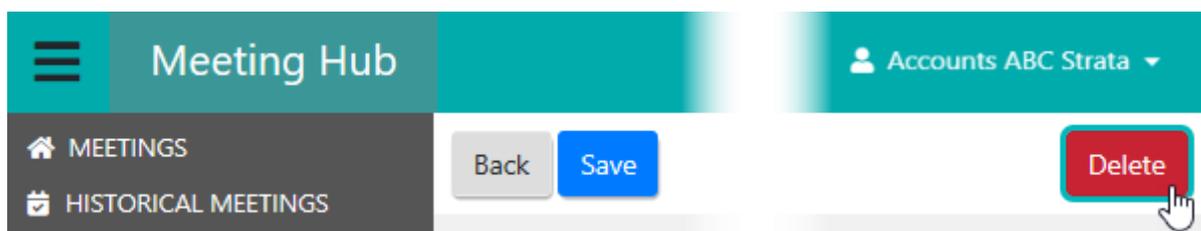
If you have unnecessary or unwanted Standard Agenda Items, you can delete them.

Deleting a *Standard Agenda Item* will remove it from the STANDARD AGENDA ITEMS menu and from any *Standard Meetings*. However, it will not be removed from any existing *Meetings*.

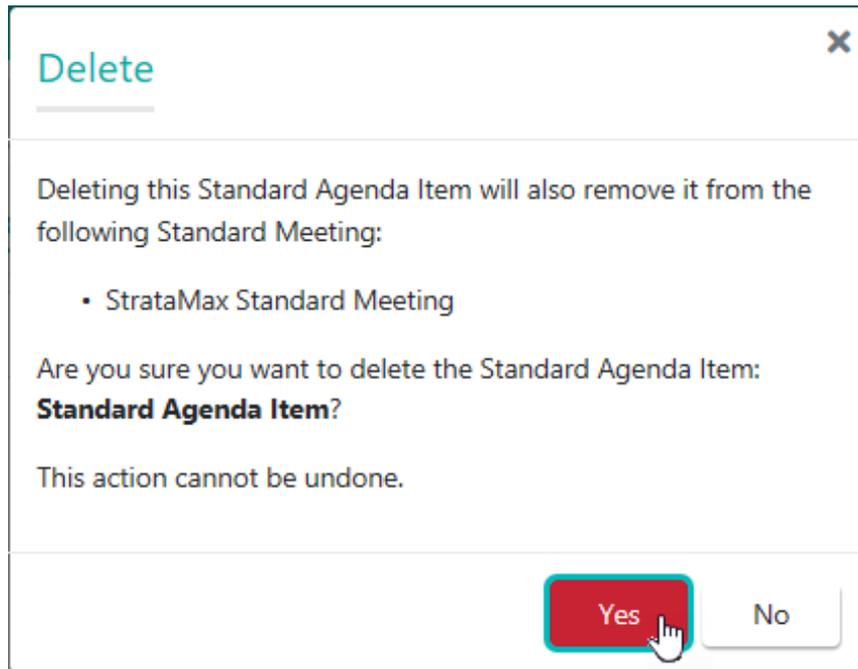
1. Click the *STANDARD AGENDA ITEMS* menu in the *Navigation Pane*.
2. Click the *Select* button on the *Standard Agenda Item* that needs removing.



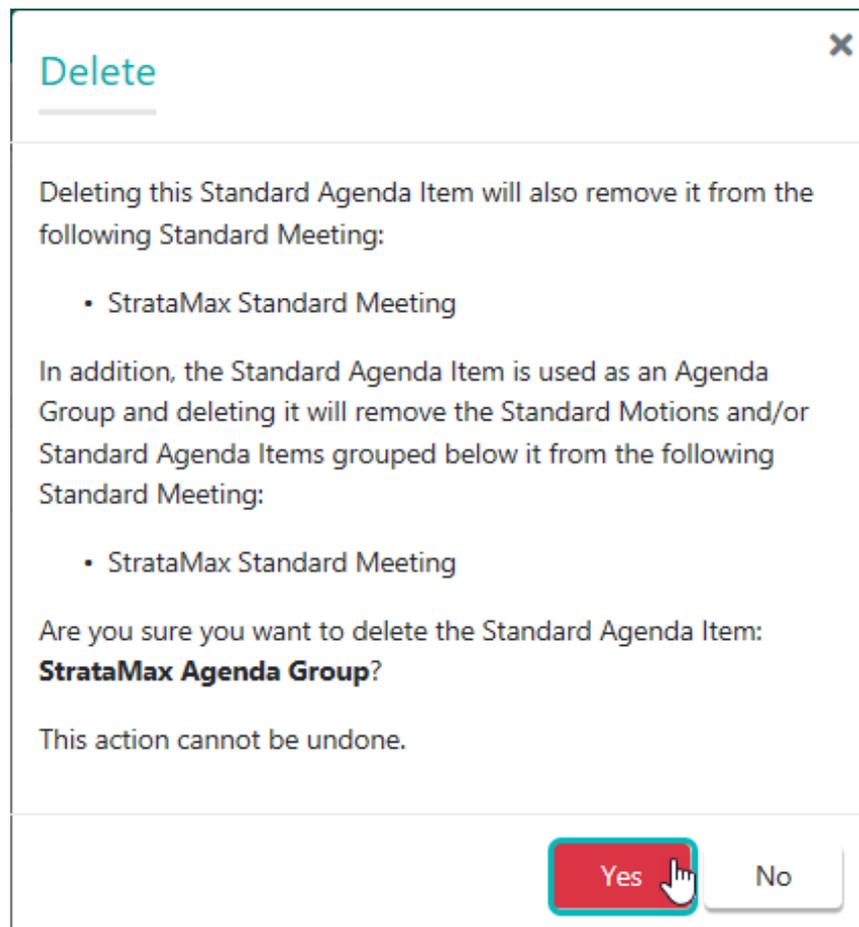
3. Click the *Delete* button.



4. A Delete pop-up will appear explaining which *Standard Meetings* will be affected, and asking to confirm the deletion.



- If you are deleting a *Standard Agenda Item*, which in fact is an *Agenda Group*, you will see the following pop-up:



5. Clicking the *No* button will close the pop-up, whilst clicking the *Yes* button will return you to the *STANDARD AGENDA ITEMS* menu, with the green notification.

