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.

Meeting Hub				💄 Accounts ABC Strata 👻
☆ MEETINGS ★ HISTORICAL MEETINGS	New Standard Agenda Item			
STANDARD MOTIONS STANDARD AGENDA ITEMS STANDARD MEETINGS	Standard Agenda Items			× Save
		Title 🕈	Description 🗢	
	Select 60	Motions	These are the Motic	
	Select 60	Standard Agenda Item	This is the Descript ligula enim. Susper	lipiscing elit. Vestibulum ut ium ipsum.

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.

