Unite Education Program v9.0
Job Aid: 5420

Delete a View from a Grid

Some grids have system views that are permanent and cannot be deleted or deactivated. If you add a view to a grid, however, you can delete or deactivate the view. In the admissions area of Unite, you can delete a view from a grid. Once you delete a view, there is no way to recover it. In the marketing area of Unite, you can deactivate the view. If you deactivate a marketing view in error, you can reactivate the view. The steps to delete or deactivate a view differ depending on what type of view you want to remove.

To delete a view from an admissions grid

1. Open a browser and log on to Unite.

2. Navigate to the grid that has the view you want to delete.

Note

    Admissions grids are in the PEOPLE, APPLICATIONS, REVIEWS, REPORTS, and UTILITIES areas of Unite.

3. Click **My Views**.

Note

    If you specified a default view for a grid, instead of seeing **My Views**, look for the name of the view.

4. Next to the view you want to delete, click ⊗ .

> **Note**
>
> If the delete icon next to the view is grayed out, the view is a permanent system view that you cannot delete.
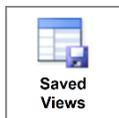
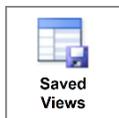5. Click **Yes** to confirm you want to delete the view.

To deactivate a view for a marketing grid

1. Open a browser and log on to Unite.

2. Navigate to the grid that has the view you want to deactivate.

3. Next to the view name, click ⌄ , and then select the view you want to deactivate. If the grid defaults to the view you want to deactivate, skip this step.

4. Click **Create view** .

> **Note**
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> If **Create view** is not available on the command bar, click ⋮ to see more commands.

5. Click **Saved Views** .

> **Note**
>
> You can only deactivate views you added and maybe shared with others.

6. Click the check box next to the view you want to deactivate.

7. Click .

> **Note**
>
> Depending on your screen resolution, you may see only the image on the button: .

8. Click to confirm you want to deactivate the view.

Related resources

- 5387 – About Views

- 5713 – Add a View to a Grid