

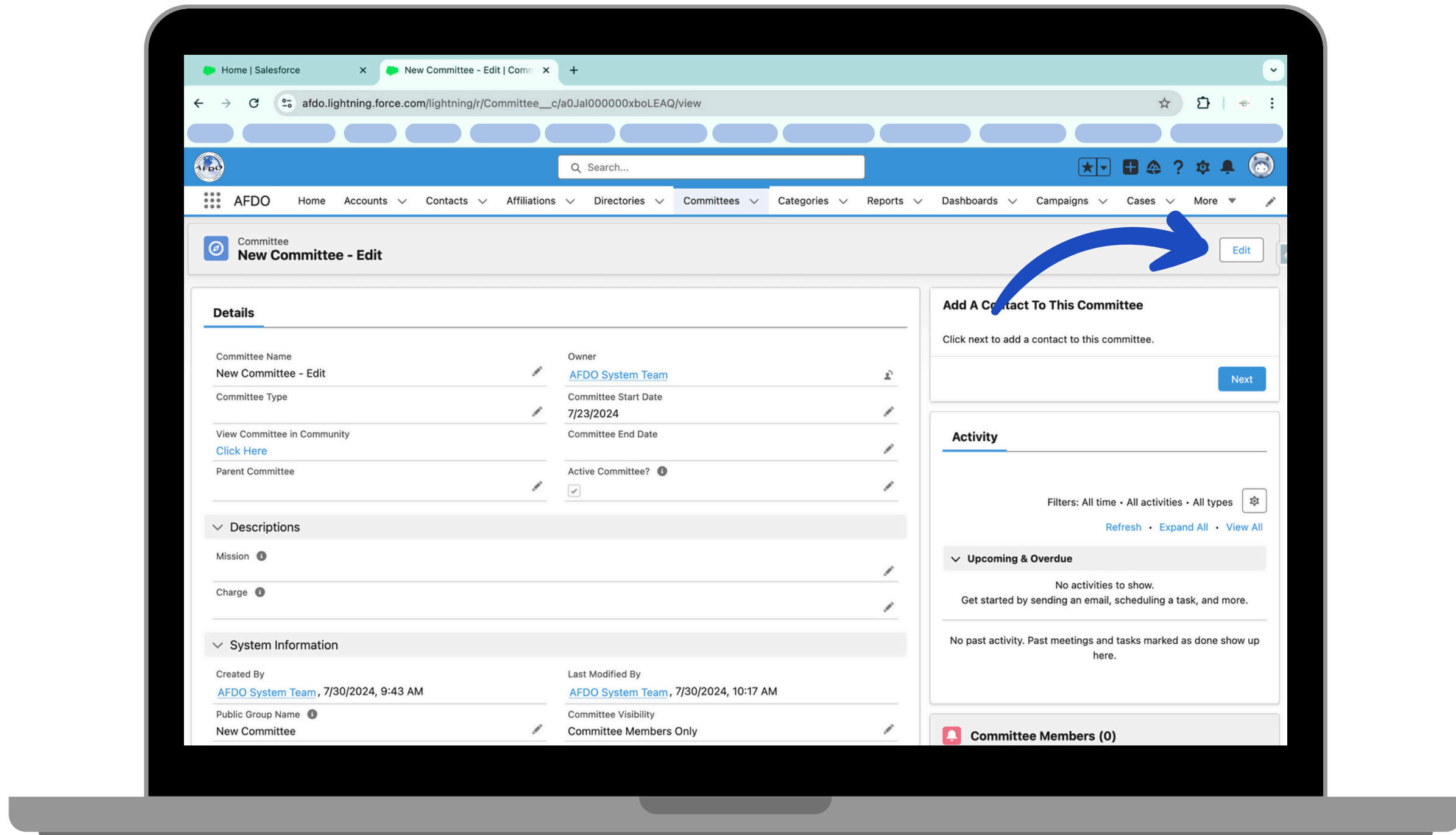


REMOVING A COMMITTEE

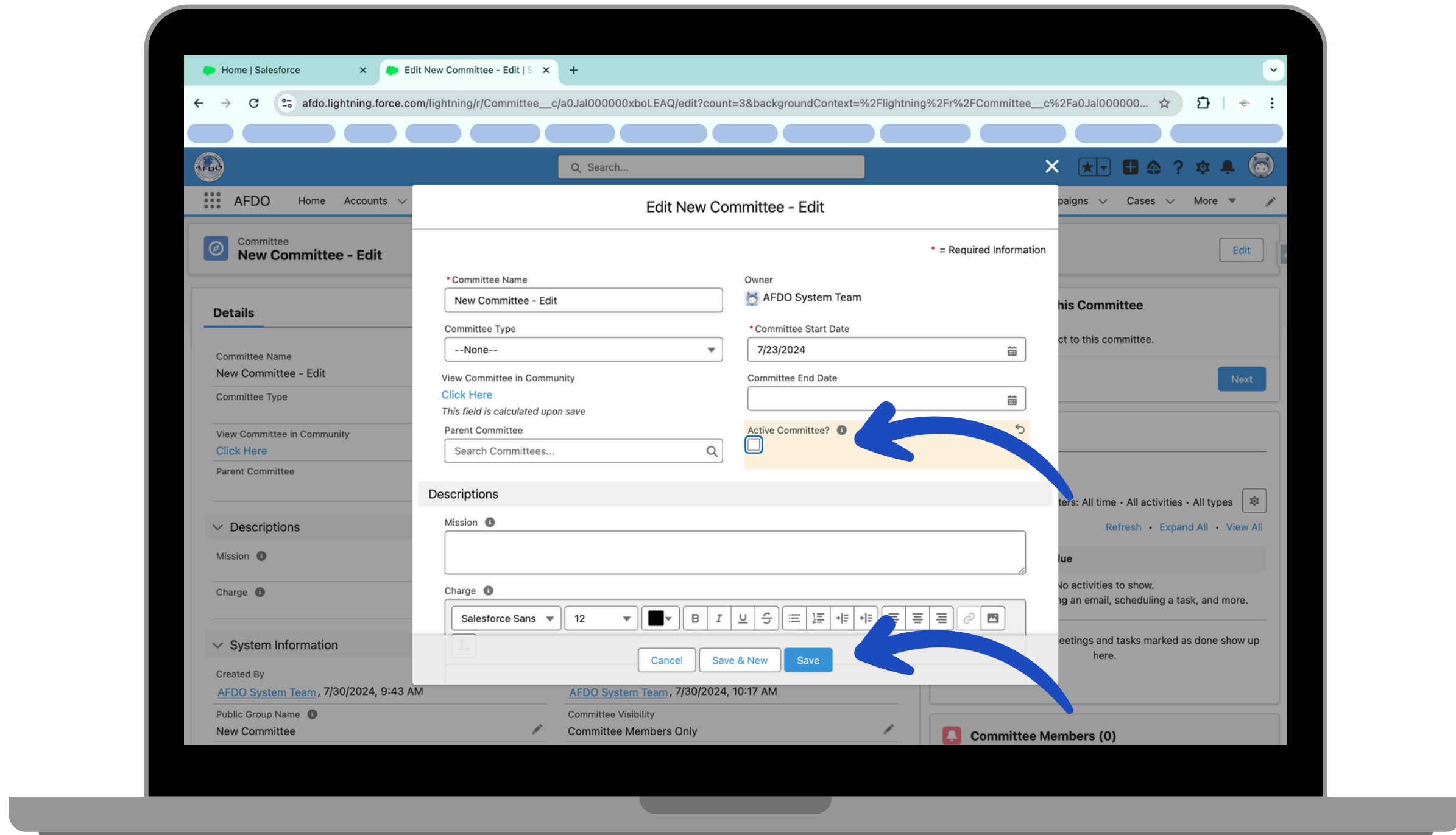


**NOTE: A COMMITTEE CANNOT
BE DELETED IF THERE ARE
COMMITTEE MEMBERS ON IT.
AS OF NOW THEY CAN ONLY
BE DEACTIVATED**

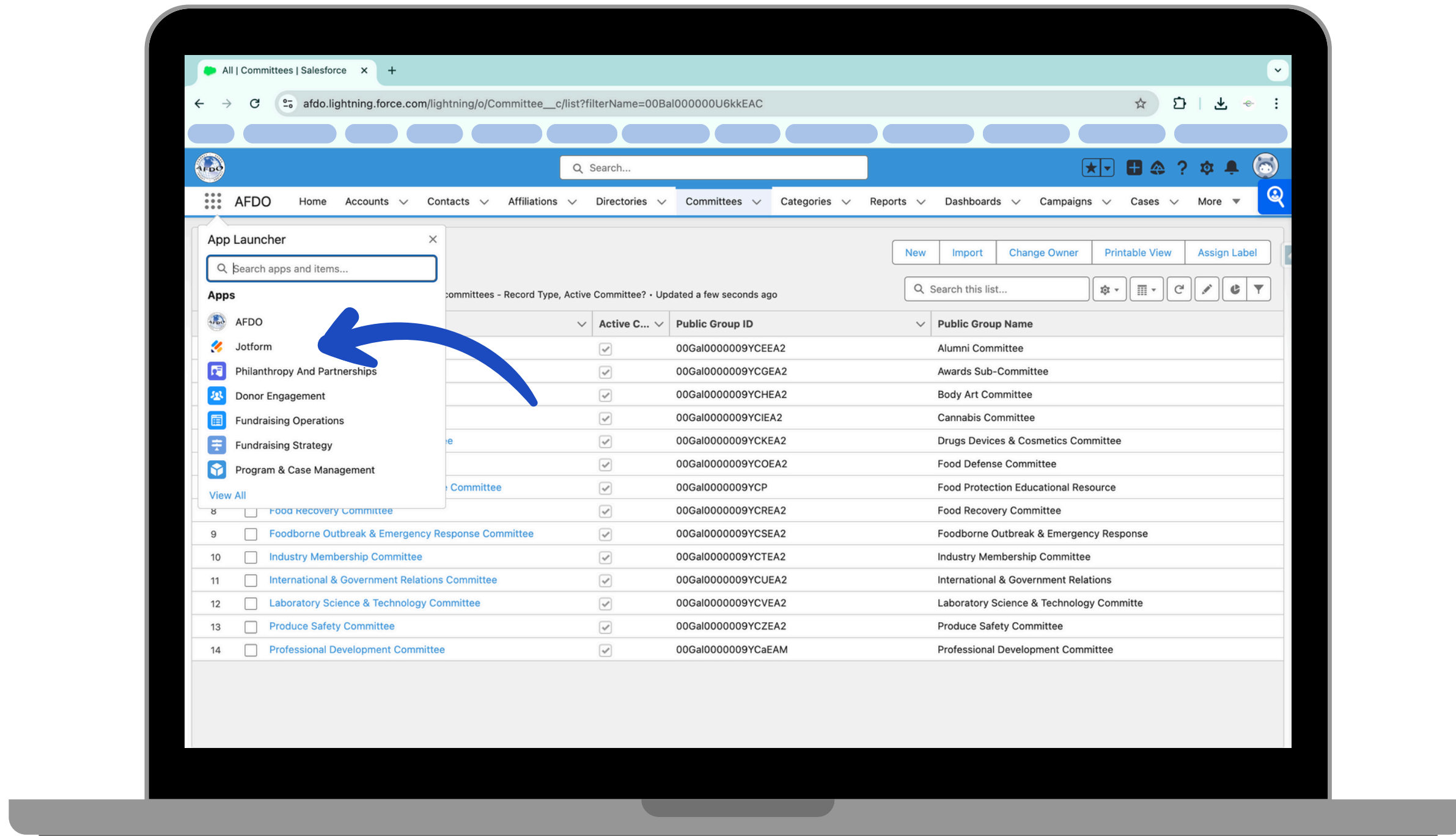
STEP 1: GO TO
THE COMMITTEE
YOU ARE
LOOKING TO
DEACTIVATE
AND HIT EDIT



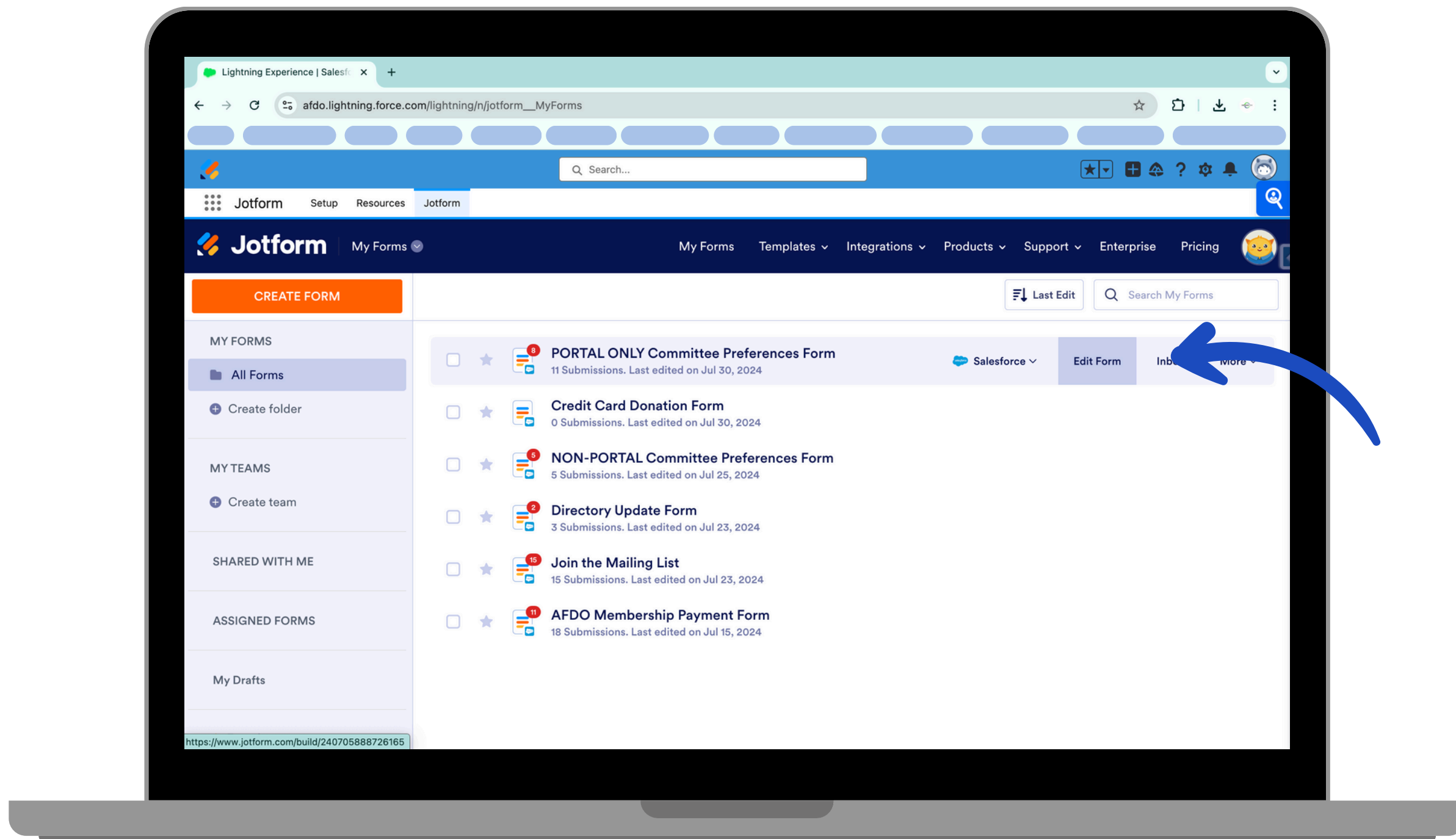
STEP 2:
UNCHECK THE
"ACTIVE
COMMITTEE?"
CHECKBOX AND
HIT SAVE



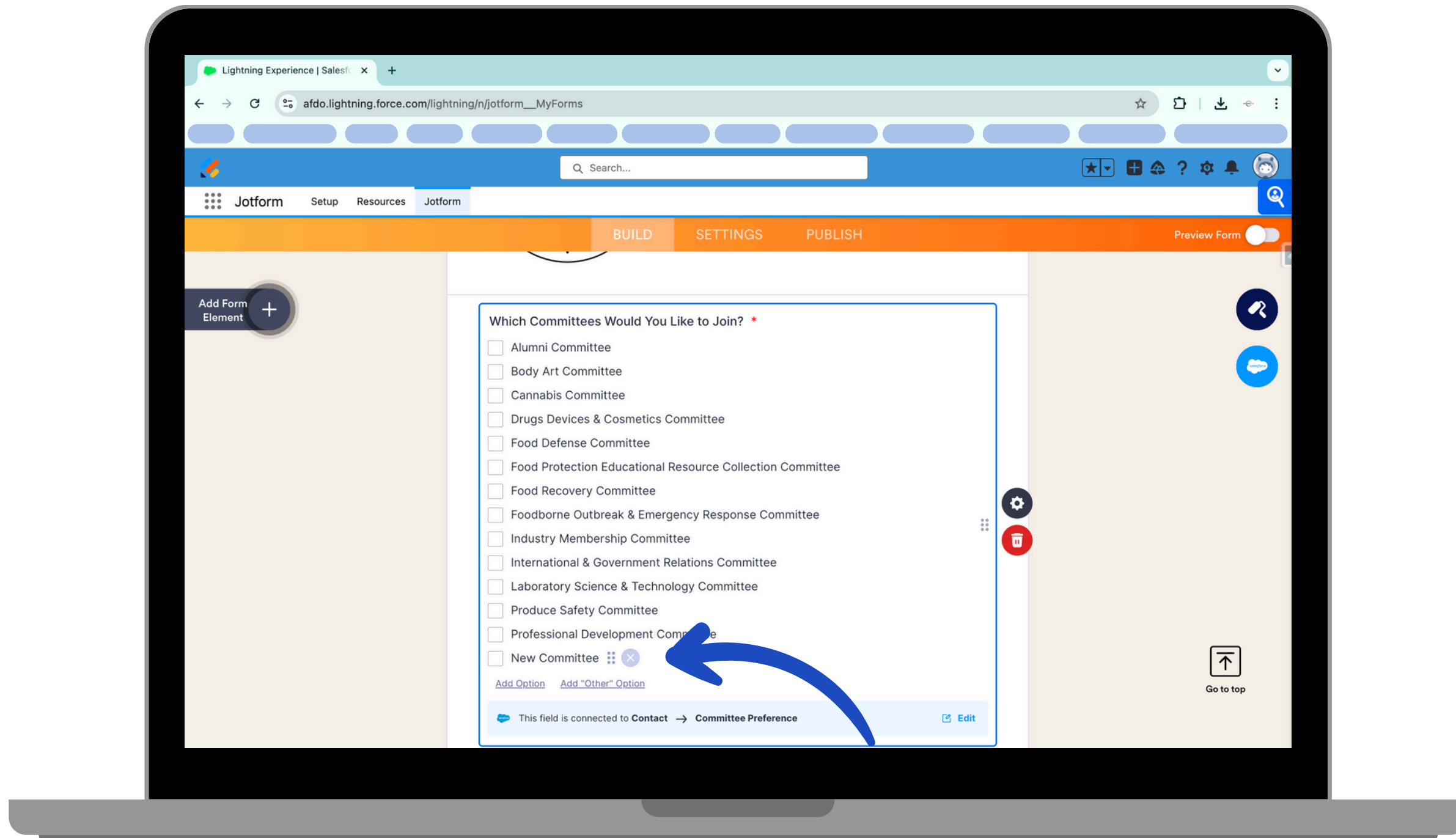
STEP 3: GO THE APP LAUNCHER AND SELECT JOTFORM FROM THE DROPDOWN MENU



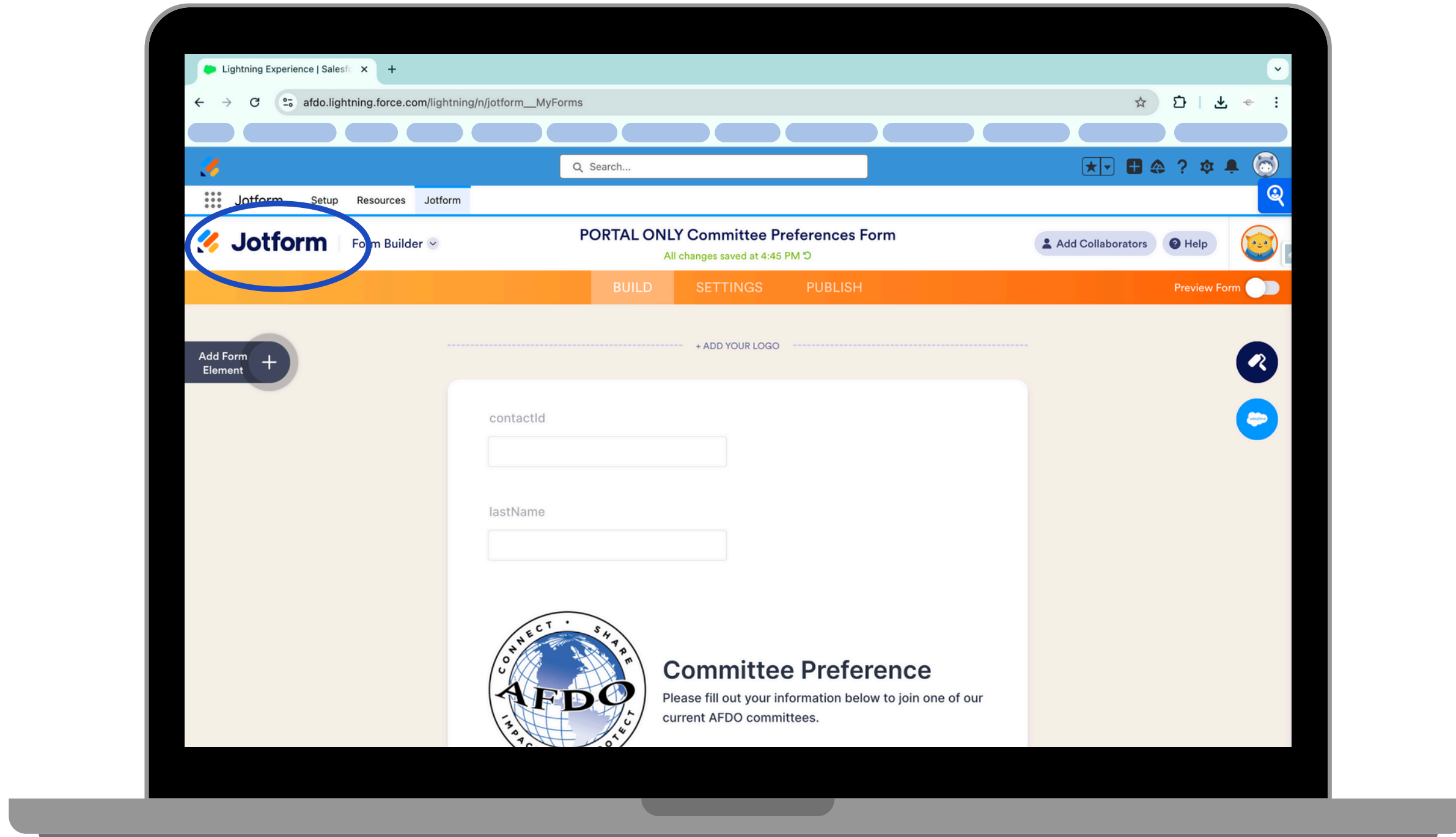
STEP 4:
HIGHLIGHT THE
“PORTAL ONLY
COMMITTEE
PREFERENCE
FORM” AND HIT
EDIT FORM



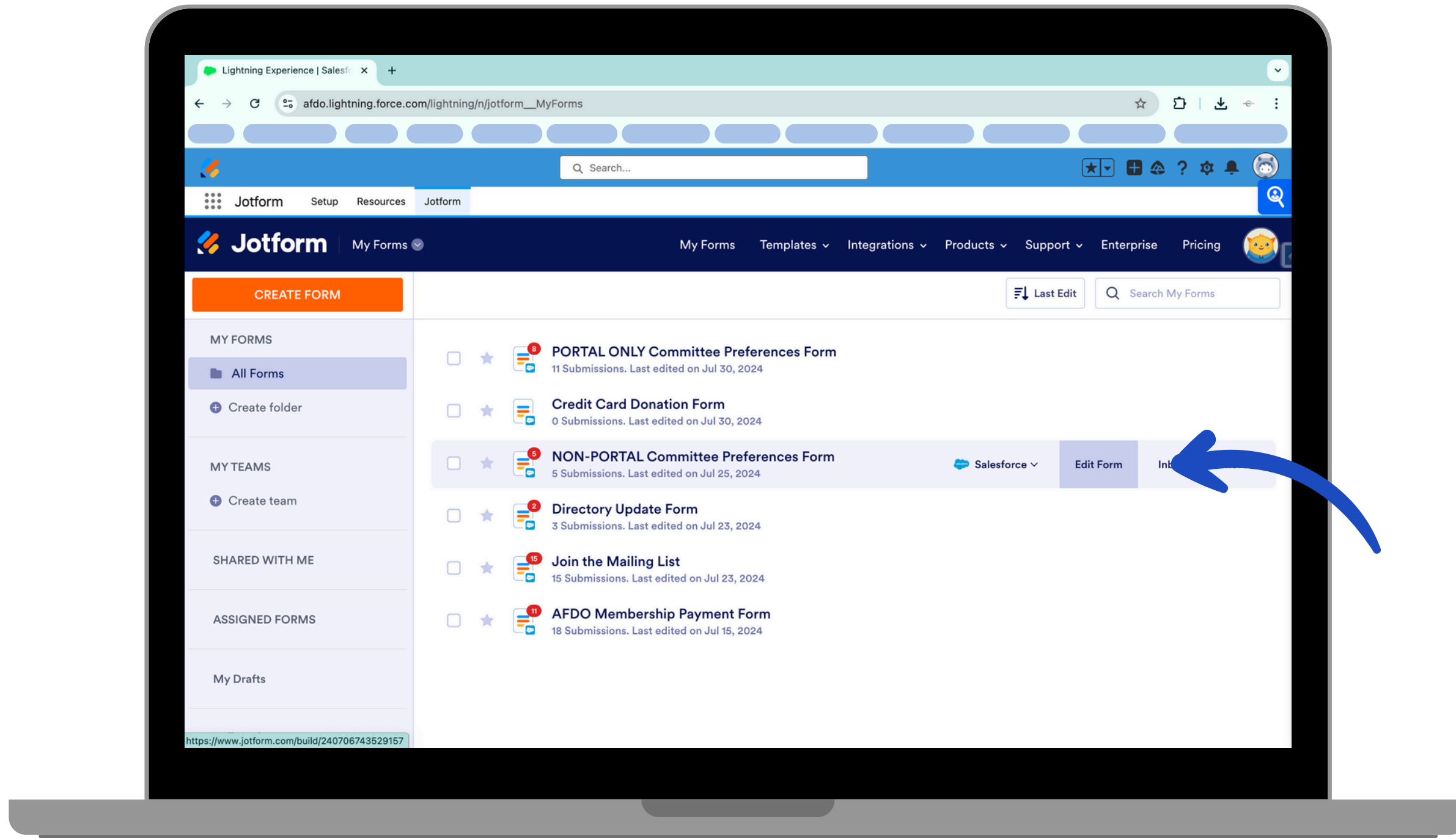
STEP 5: GO TO
THE
COMMITTEE
YOU HAVE
DEACTIVATED
AND HIT THE X
THAT POPS UP
NEXT TO THE
COMMITTEE



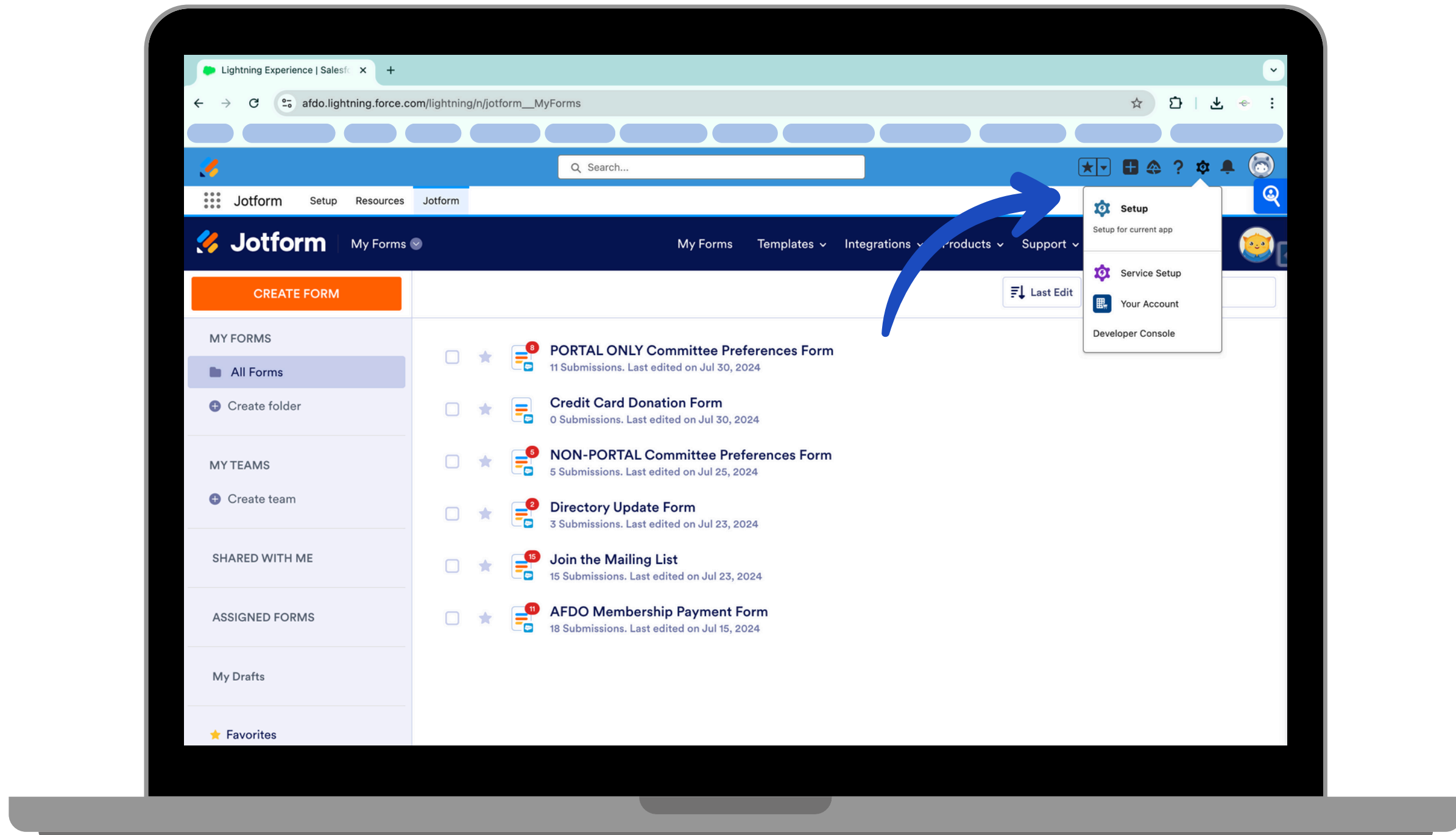
**STEP 6: SCROLL
TO THE TOP OF
THE PAGE AND
HIT THE
JOTFORM
LOGO**



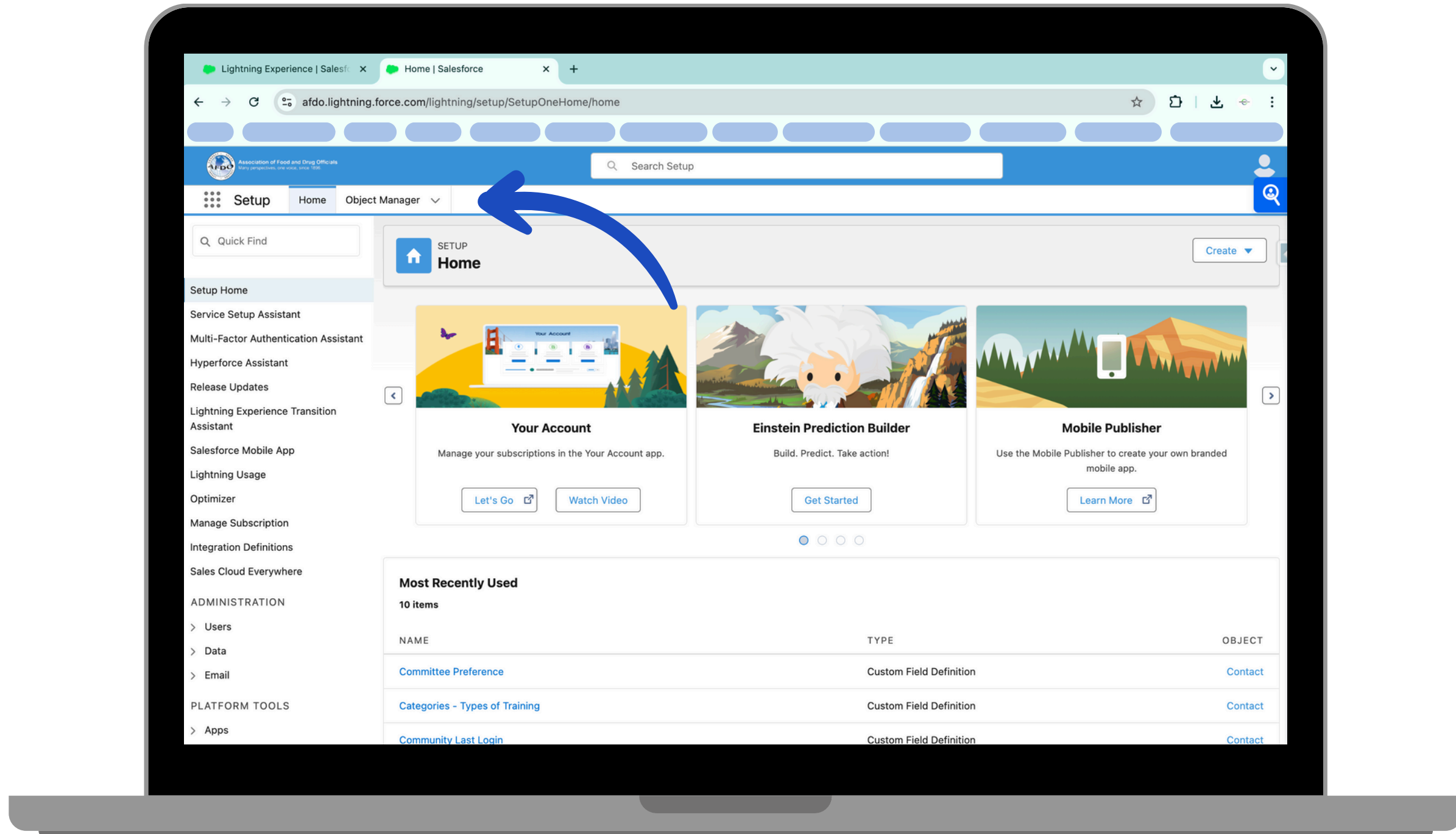
**STEP 7:
HIGHLIGHT THE
“NON-PORTAL
COMMITTEE
PREFERENCES
FORM” AND HIT
EDIT FORM.
REPEAT STEPS 5
& 6**



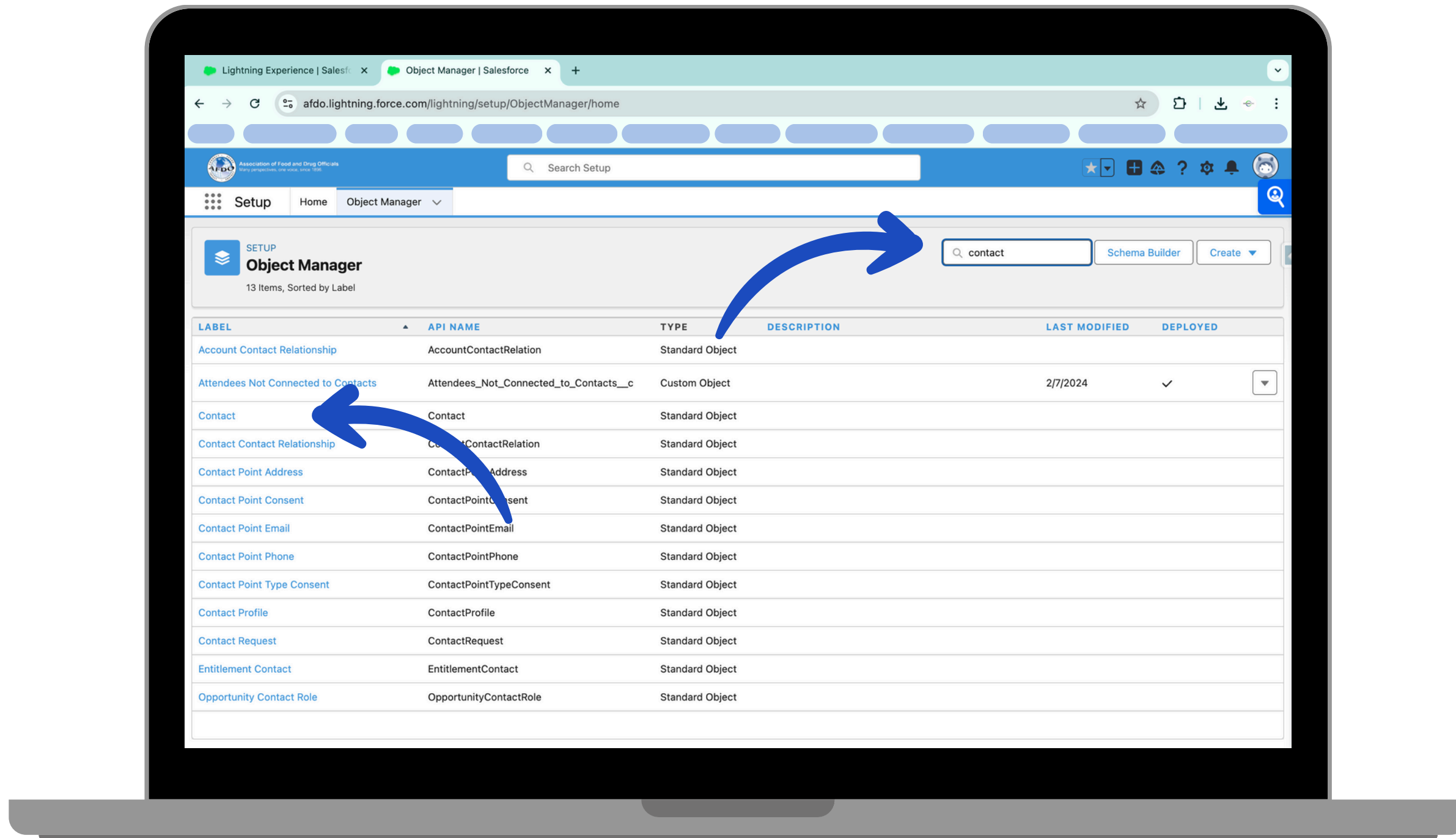
**STEP 8: HIT THE
GEAR ICON IN
THE TOP RIGHT
CORNER OF THE
PAGE AND
SELECT SETUP
FROM THE
DROPDOWN
MENU**



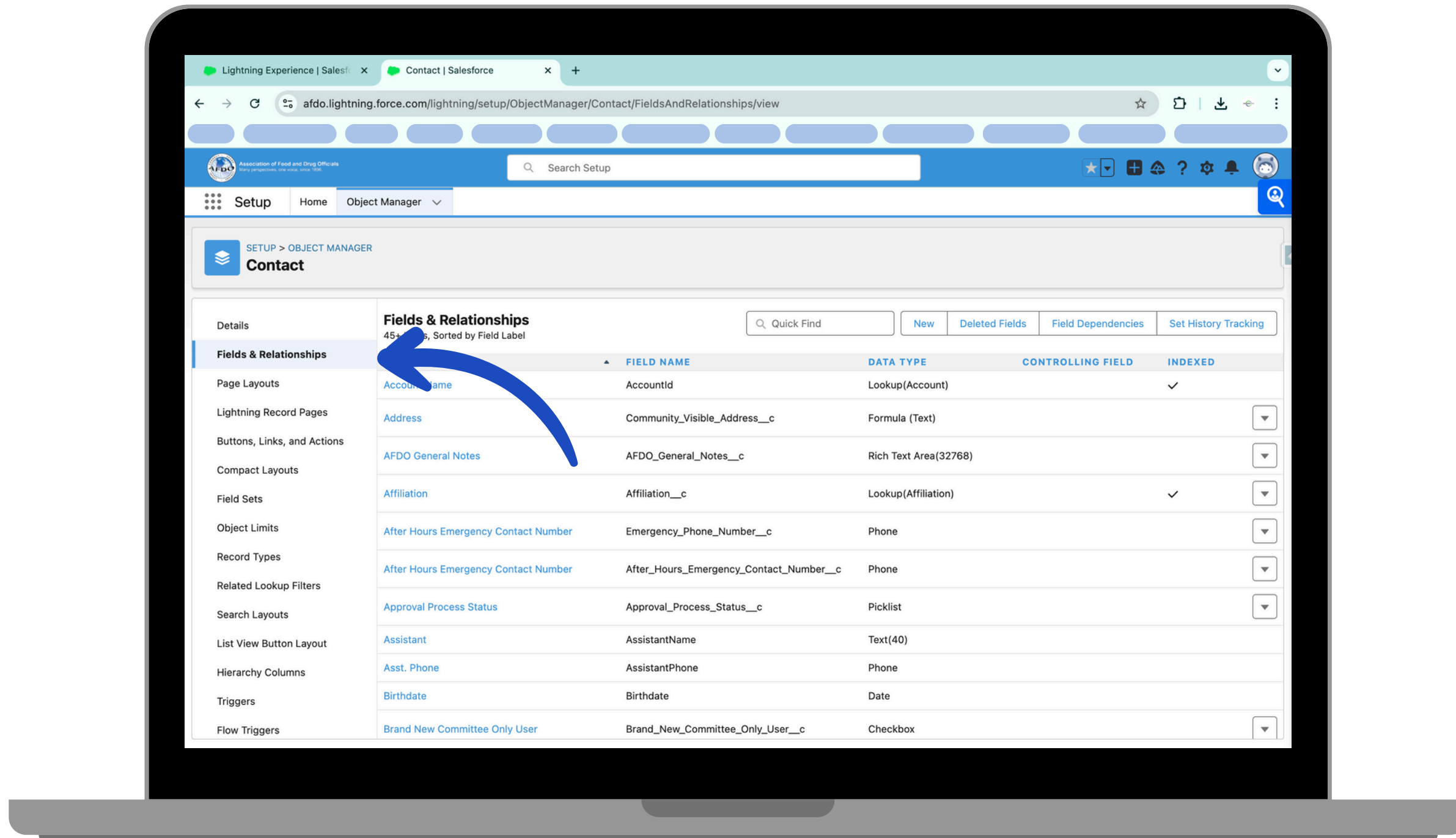
STEP 8: CLICK ON THE OBJECT MANAGER TAB IN THE SETUP NAVIGATION



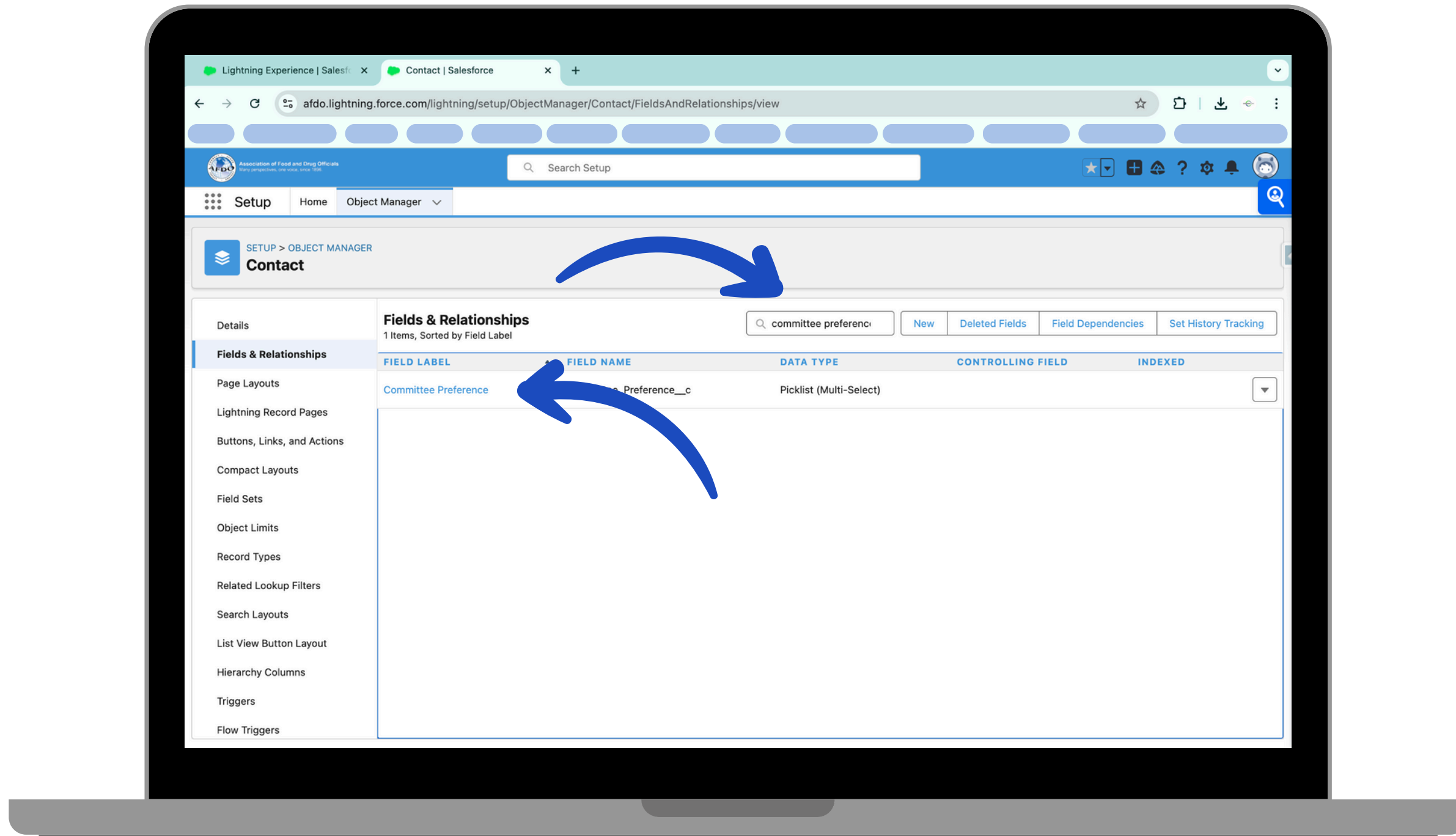
STEP 9: TYPE
CONTACT INTO
THE OBJECT
MANAGER
QUICK FIND BOX
AND SELECT
CONTACT



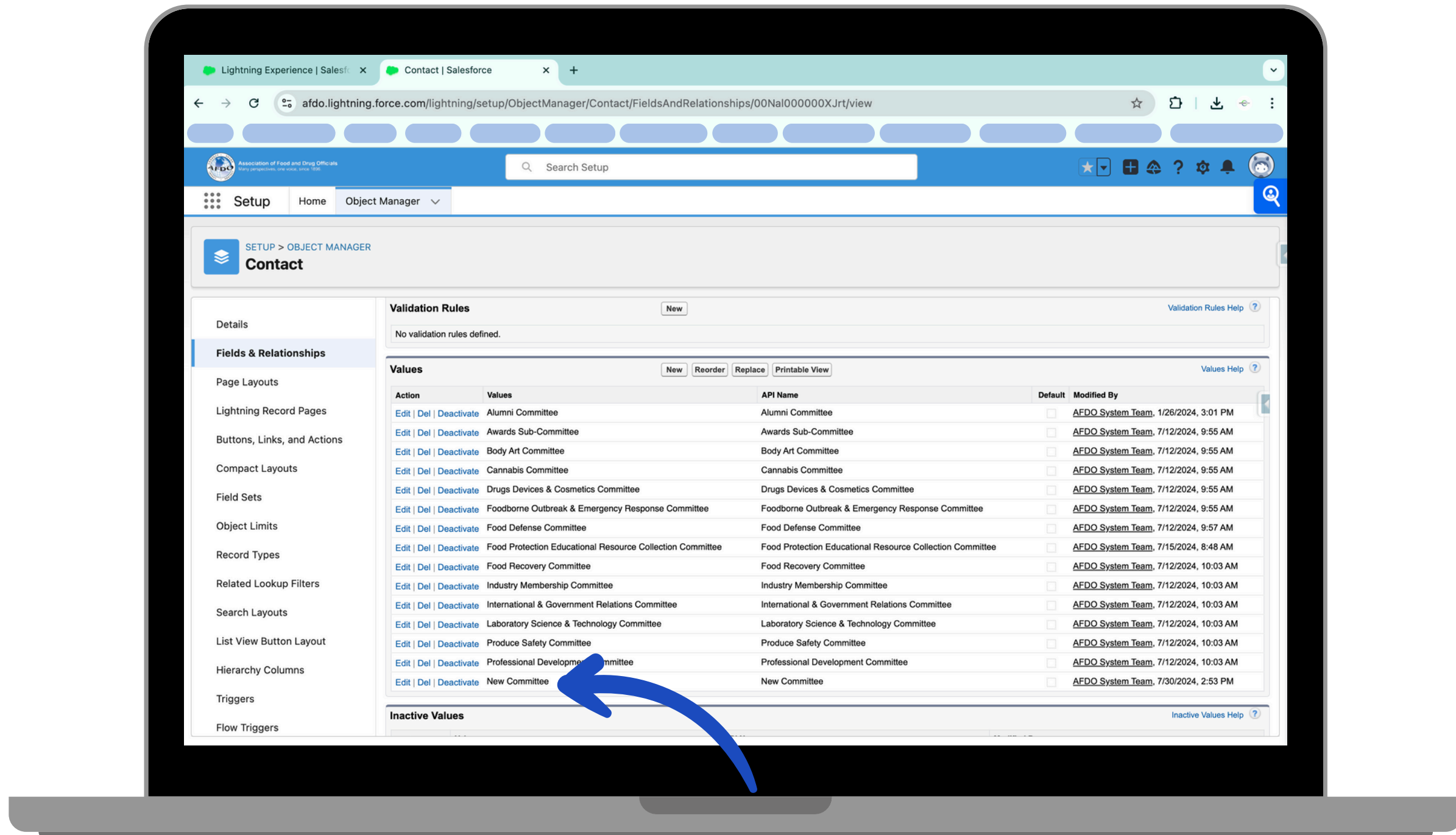
STEP 10: CLICK ON THE FIELDS & RELATIONSHIPS TAB IN THE CONTACT MENU



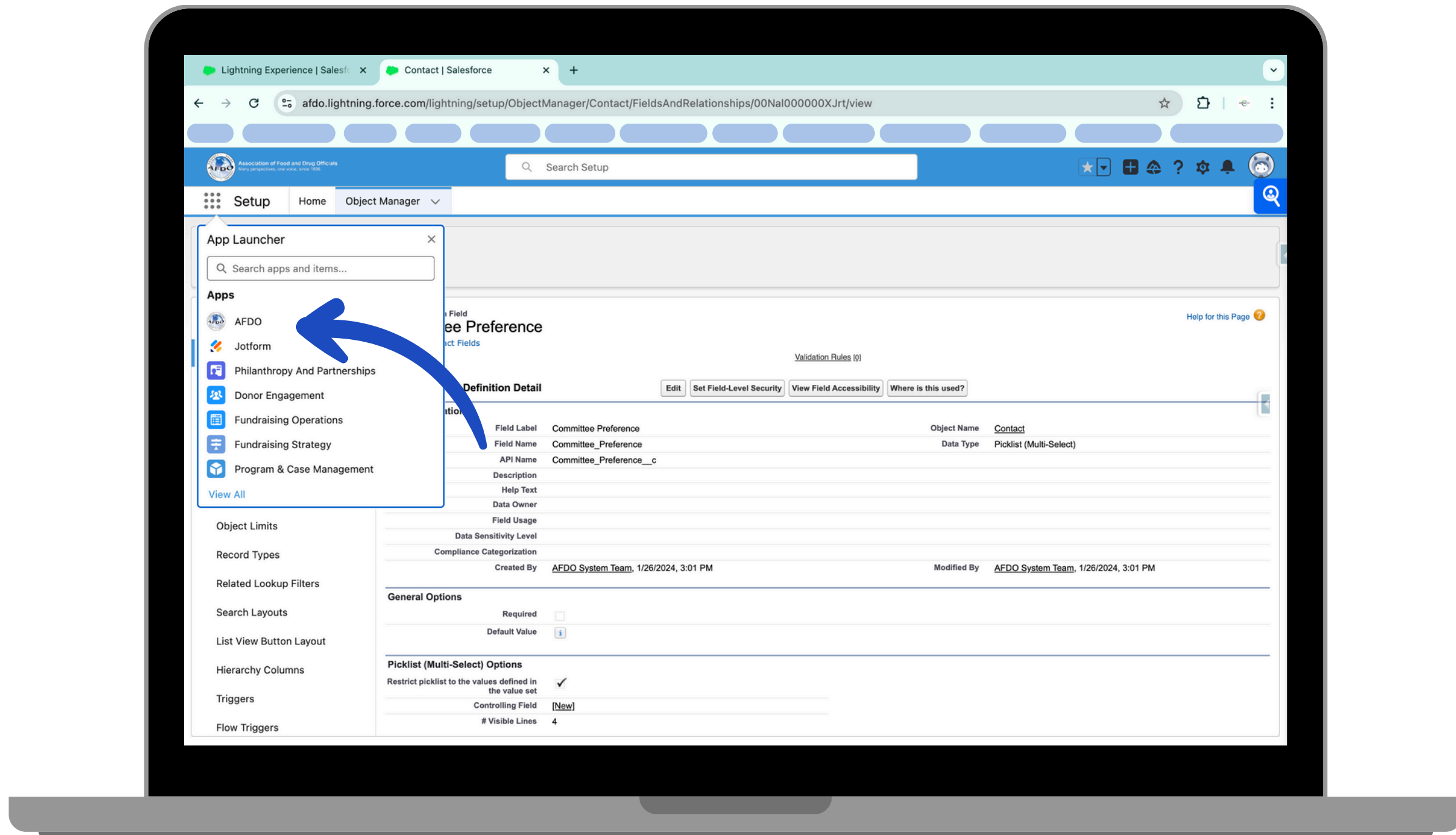
STEP 11: TYPE COMMITTEE PREFERENCE INTO THE FIELDS & RELATIONSHIPS QUICK FIND BOX AND SELECT THE COMMITTEE PREFERENCE FIELD



STEP 12: SCROLL
DOWN TO THE
VALUES SECTION
AND FIND THE
COMMITTEE YOU
HAVE
DEACTIVATED. HIT
“DEACTIVATE”
NEXT TO THE
COMMITTEE NAME



STEP 13:
RETURN TO THE
AFDO APP BY
HITTING THE
APP LAUNCHER
AND SELECTED
AFDO FROM THE
DROPDOWN
MENU





**THE COMMITTEE HAS NOW BEEN
DEACTIVATED. NO ONE WILL BE ABLE TO JOIN
THE COMMITTEE AND MEMBERS WILL NO
LONGER SEE THE COMMITTEE IN THE AFDO
COMMITTEE PORTAL. NOTE: THE AFFILIATION
TO THE COMMITTEE WILL STILL SHOW ON
THEIR CONTACT RECORD**