

How does a User Delete and Replace an Action Plan?

For Community and Group Editions

This article contains instructions on how Profile Owners (i.e., parents, adult club members, adult participants, employees, etc.) can delete and replace an Action Plan.

DELETING AN ACTION PLAN

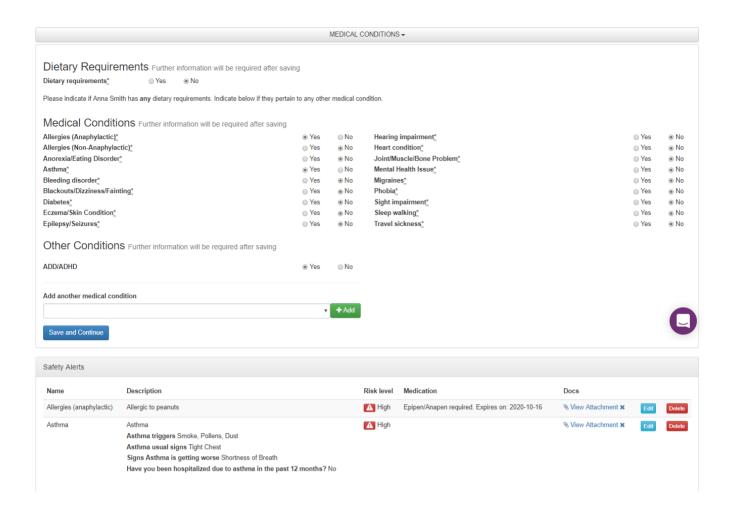
- 1. Log in to Care Central.
- 2. Click on the name of the profile.



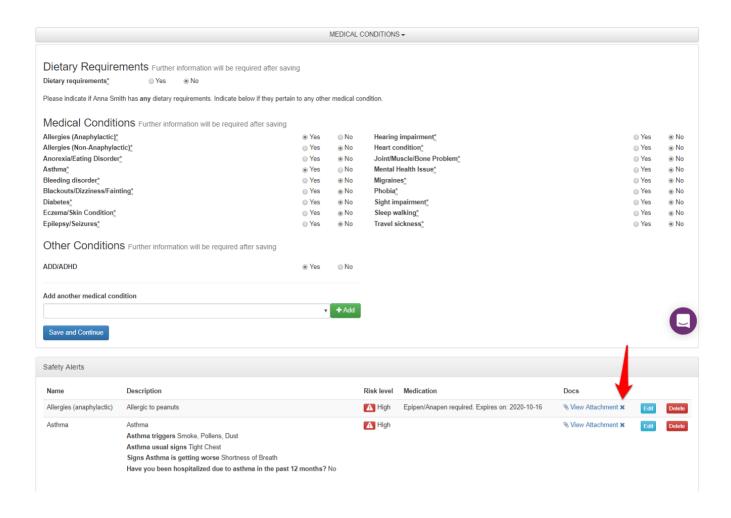
3. Scroll down and go to **Safety Alerts** section and click the **Edit** box.



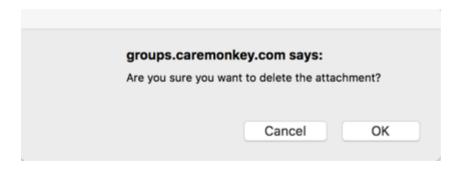
4. It will show the **Medical Conditions** page.



5. Look for the name of medical condition and click the **X** mark next to the View Attachment link.



6. You will then be prompted to confirm your action. Click **OK**.



REPLACING AN ACTION PLAN

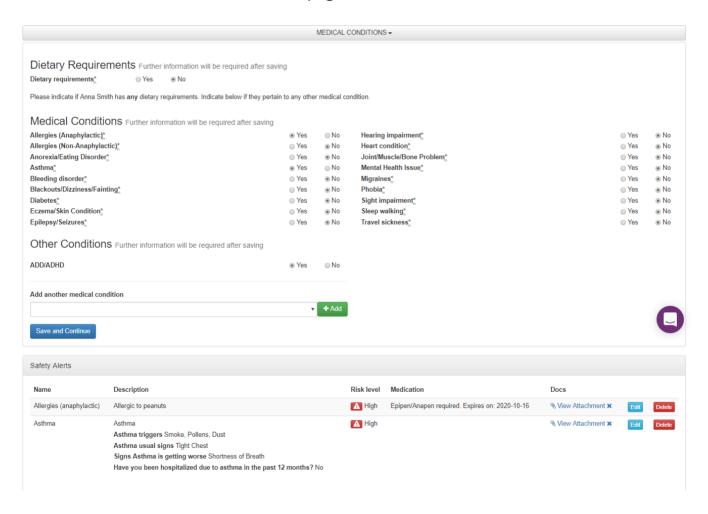
- 1. Log in to Care Central.
- 2. Click on the name of the profile.



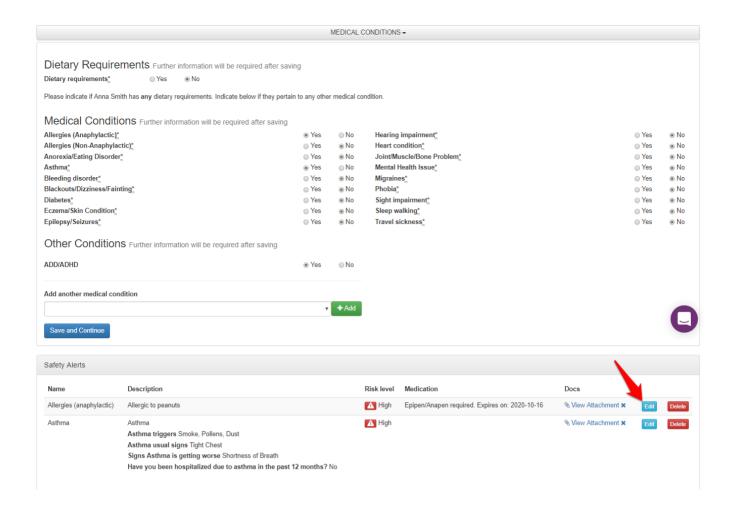
3. Scroll down and go to Safety Alerts section, and then click the Edit box.



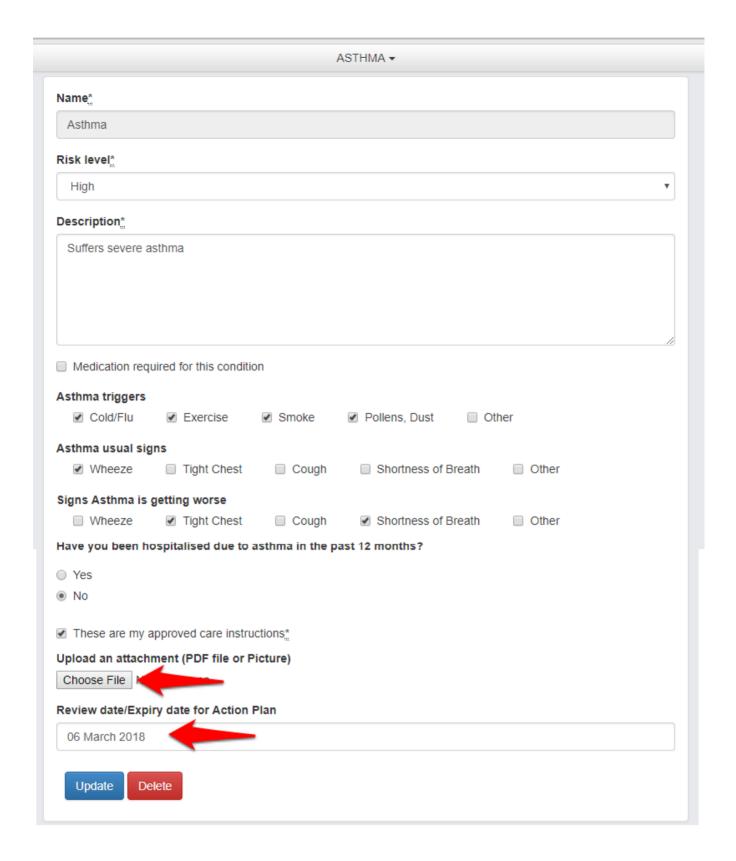
4. It will show the **Medical Conditions** page.



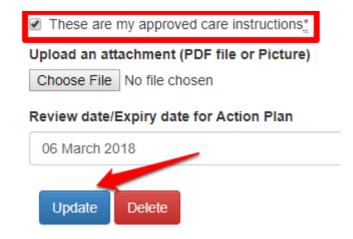
5. Look for the name of the medical condition and click the **Edit** button.



6. It will bring you to a page where the details of the medical condition can be found. Go to the **Upload an Action Plan** section and then click **Choose File**. If the action plan needs to be updated after a specific date, please choose a date for the **Review Date/Expiry** date for Action Plan.



- 7. Look for the file in your computer and click **Open** to add the file.
- 8. Click Update.



9. Since changes were made to the profile, it needs to consent again.

https://desk.zoho.com/portal/caremonkey/kb/articles/how-does-a-user-delete-and-replace-an-action-plan