

How do I archive, unarchive or delete a Protocol on the Legacy uPAR website?

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Steps to Archive a protocol:

1. Navigate to: <https://universalpar.com/>
2. Login.
3. Click on you name in the upper right hand corner.
4. Click on "Use legacy version".
5. Select "Manage protocols".
6. To the right of the protocol you would like to archive click on the archive icon (box with a down arrow)

You will see spinning wheel while the protocol is being archived.

Steps to restore a protocol that was archived.

1. Navigate to: <https://universalpar.com/>
2. Login.
3. Click on you name in the upper right hand corner.
4. Click on "Use legacy version".
5. Select "Manage protocols".
6. Click on Archived.
7. To the right of the protocol Click on the Undo Archive icon (Box with an up arrow)

Steps to delete a protocol:*

1. Navigate to: <https://universalpar.com/>
2. Login.
3. Click on you name in the upper right hand corner.
4. Click on "Use legacy version".
5. Select "Manage protocols".
6. Click on Archived.

7. Click on a the trashcan to the right of the protocol you would like to delete.

*When you delete a protocol all data will be deleted permanently and cannot be restored.
