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

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Steps to Archive a protocol:

Navigate to: https://universalpar.com/

Login.

Select, "Manage students".

Select, "Protocols".

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.

Navigate to: https://universalpar.com/

Login.

Select, "Manage students".

Select, "Protocols".

Click on Archived on the bottom left of the page.

To the right of the protocol Click on the Undo Archive icon (Box with an up arrow)

Steps to delete a protocol:*

Navigate to: https://universalpar.com/

Login.

Select, "Manage students".

Select, "Protocols".

Click on Archived on the bottom left of the page.

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.