

Suppression of an institution's procedure (content managers)

This procedure should be used to remove from the platform an OCP that was written by your institution (Institution procedures cannot be blocked).

1. Go to the OCP home page.
2. Check that you are in the institution that owns the OCP.
 - a. Click on the grey arrow to select the owner institution then click on « Switch Institutions » (see the « Changing the institution » guide for more details).



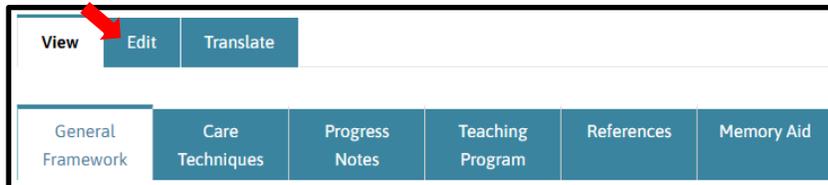
3. Click on « My institution ».



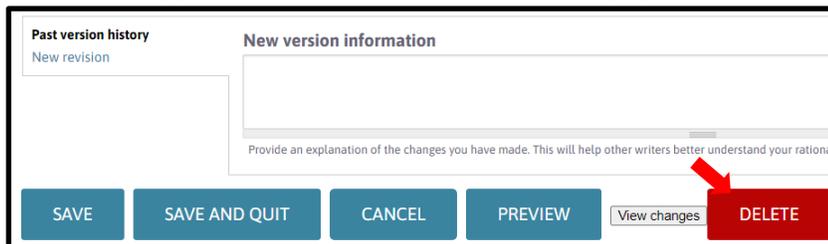
4. Click on « Institution's procedures ».



5. Select the OCP to be suppressed and open it in « Edit » mode.



6. Click on « Suppress » located at the bottom of the page.



7. A new page will open. Click one more time on « Suppress ».

