

3.6.4 Remove or Restore Subject Group Class

You can remove a Subject Group Class. After removing a Group Class, no additional users can be assigned to the Group Class, however the records for any Subjects already assigned to that Group Class will still reflect the assignment. To remove a Subject Group Class:

1. Select **Tasks > Build Study**.
The Build Study page opens for the current Study.
2. Click the **View** icon in the Actions column for the **Create Subject Group Class** task.
The Manage All Groups page opens, listing all Subject Group Classes for the current Study.
3. In the Actions column, click the **Remove** icon for the Group Class you want to remove.
The Confirm to Remove a Subject Group Class page opens for the Group Class you selected.
4. Click **Remove Subject Group Class**.
5. In the confirmation popup window, click **OK**.
The Manage All Groups page displays. The Group Class you removed is listed in the table, but the **Restore** icon is in the Actions column, having replaced the **View** and **Edit** icons.

You can restore a removed Subject Group Class, which means that Subjects can again be added to it. To do so:

1. Select **Tasks > Build Study**.
The Build Study page opens for the current Study.
2. Click the **View** icon in the Actions column for the **Create Subject Group Class** task.
The Manage All Groups page opens, listing all Subject Group Classes for the current Study.
3. In the Actions column, click the **Restore** icon for the Group Class you want to restore.
The Confirm to Restore a Subject Group Class page opens for the Group Class you selected.
4. Click **Restore Subject Group Class**.
5. In the confirmation popup window, click **OK**.
The Manage All Groups page displays. The Group Class you restored now has **View** and **Edit** icons in the Actions column instead of the **Restore** icon.

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