Change/Delete Linked Record

NOTE: YOU CAN REMOVE OR EDIT RECORDS LINKED TO YOUR ACCOUNT, DESPITE THE LOCK ICON. IF THERE IS AN ERROR WITH THE DATA IN THE RECORD, ANYONE LINKED TO IT CAN GO IN AND MAKE CHANGES.

SCENARIO EXAMPLE:

Faculty member A creates a record and tags faculty member B, but faculty member B already created the record in their account, so now there is a duplicate.

Faculty member B logs into their account and notices they have a duplicate.

NOTE: In this example, we are removing Annette Ruiz (who is Faculty B) from Faculty A’s original entry.

SOLUTION 1:

1. Faculty member B can go into the record created by Faculty A, despite the lock icon.

   ![Entered By: Faculty member A](image1)

2. Remove their name from “People at North Dakota State University” name field.

3. Then enter your name in the input fields “First Name, Last Name”.

   ![Hover over your name from the drop-down list. Press the backspace button on your keyboard.](image2)

SOLUTION 2:

Faculty member B can delete the record they created entirely. Moreover, if Faculty B needs to, they can go in and make changes to the record that was created by Faculty A.