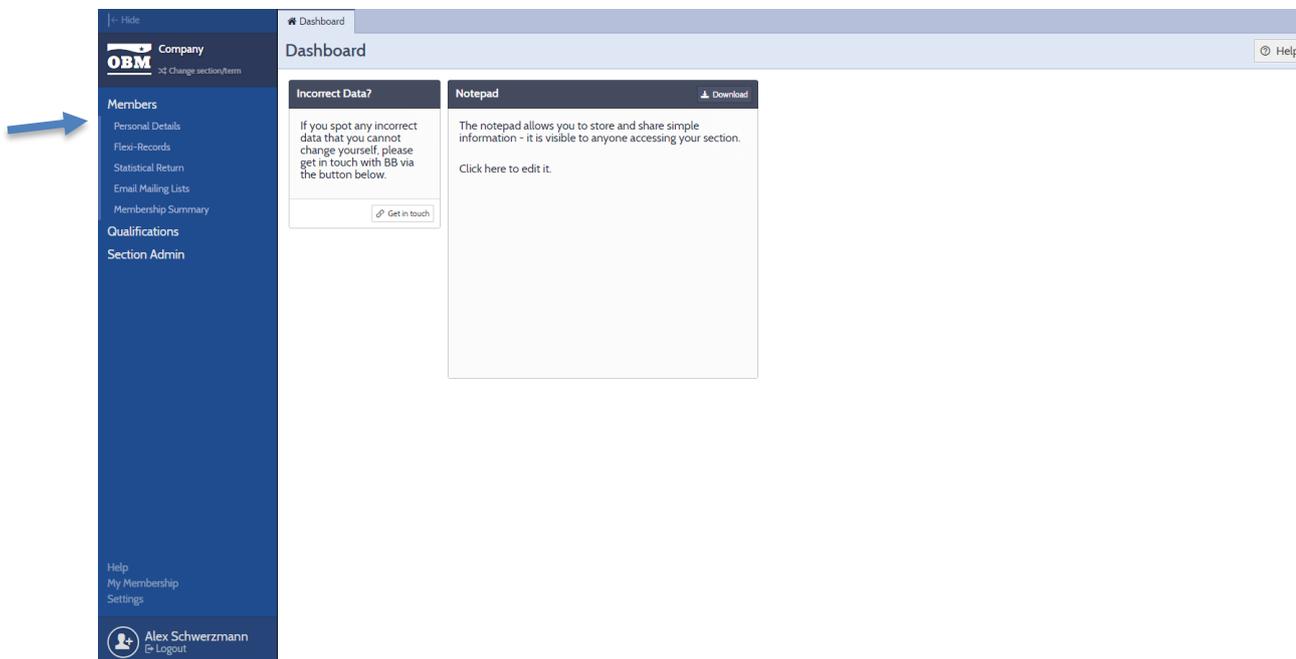# How to Remove a Leader's Record on OBM

Go to the 'Company' section

In the top left-hand corner, navigate to the 'Company' section. This will refresh your page on to a new dashboard. Then proceed to 'Members' along the left-hand side of the page, and in this drop down you will see 'Personal Details' – click on this and it will open a new tab for you.

Selecting the record to remove

Important! This part is split in to two, depending on the view that you have selected. The 'Picture View' is where all records are listed in boxes, and 'Grid View' is similar to a spreadsheet layout.

'Picure View':

1. Click on the record of the leader that you wish to remove. The lower half of their box will change from a white background to a blue highlight. **Top tip!** It is possible to highlight multiple records at the same time to carry out the same action.
2. On the right-hand side of the screen, select 'Remove' from the list of actions.
3. See page 2 for completing the 'Leaving Survey' (under the instructions for 'Grid View').

'Grid View':

1. Click on the tick box to the left-hand side of the leader's name that you wish to remove. The entire row will change from a white background to a yellow highlight. **Top tip!** It is possible

to highlight multiple records at the same time to carry out the same action by selecting the tick box next to each leader's name that you wish to remove.

2. On the right-hand side of the screen, select 'Remove' from the list of actions.
3. See below for completing the 'Leaving Survey'

Completing the Leaving Survey

After clicking 'Remove' in the centre of your screen, the 'Leaving Survey' box will appear for you to undertake the following actions:

1. Select a reason for the leader leaving from the drop-down list available. If required, there is a 'further details' box that can be completed to provide further information where appropriate.
2. Enter the date in which they left. **Top tip!** This can be done in two different ways; either manually enter the date yourself in the format of DD/MM/YYYY or use the calendar icon option to select a date from a calendar view.
3. Click on the button in the bottom right-hand corner to remove the member(s).

That's it, you've done it!

Once you have done this the leader will no longer be registered and should not have an active role working with children and young people in the Company. If the leader has other roles within The Boys' Brigade (i.e. Battalion/District or another Company) these will not be affected. Should this leader return to work in the Company they will need to complete a Leader registration form.

If you require any assistance with the removal process you can contact the Support Team on 01442 231681 option 4 or support@boys-brigade.org.uk