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| Creating and Modifying Awards | |
| *Before You Start*  Institution Managers can create and modify program level Awards. County Managers can create and modify county level Awards.  When modifying/updating Awards, it’s important to know that Awards that are inactivated will not impact the member’s award history, but will not be available to be added to additional member records. | |
| Creating Awards   1. Click on Awards in the navigation pane. 2. Click the “Add Award” button. | Screenshots  *(Screen appearance may vary per state)* |
| 1. Enter the Award name. 2. Enter a description of the award. 3. Select the status of the award (Active or Inactive). 4. Click Save.   Note: The Area field will list the level of the hierarchy corresponding to the award. |  |
| Modifying Awards   1. Click on Awards in the navigation pane. 2. Click the title of the Award to be modified. |  |
| 1. Click the Edit button for the award. |  |
| 1. Click the drop-down menu for the Status field. 2. Select Inactive. 3. Click Save.   **NOTE:** Managers may also make corrections to the Award Name or Description. In those cases, the award status does not need to be changed to Inactive before saving the corrections. |  |