

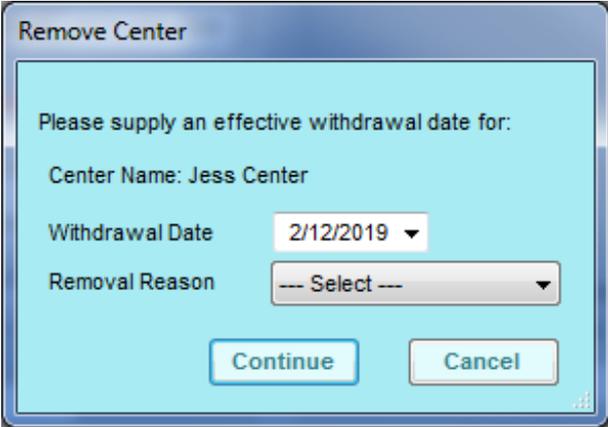
# Remove Centers

Last Modified on 02/13/2019 9:05 am CST

You can remove centers from your active list of centers. Centers that you have removed can no longer access Minute Menu CX.

To do so:

1. Click the **Select Center** drop-down menu at the top of the window and select the center to remove.
2. Click **Centers** from the toolbar. The Manage Center Information window opens.
3. Click **Remove** in the bottom-left corner. The Remove Center dialog box opens.



4. Click the **Withdrawal Date** and select the date on which to remove this center. This box defaults to today's date.
5. Click the **Removal Reason** drop-down menu and select the reason you are removing this center.
6. Click **Continue**.

You can still view information for centers you've removed.

1. Click the **down arrow** next to the **Select Center** drop-down menu.
2. Check the **Removed** box.