

# Edit Needs

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## Edit Active Needs

From the Group home page, select a need you want to edit.

Go to 'Edit this need' under Actions.

### Actions

Inform people

Assign / Un-assign items  
Edit this need

Make any changes in the details, location or items of this need.

The red 'X' lets you delete an item.

Be sure to save.

## Edit Past Needs

If the date for the need is the current day or a date in the past, the need will be listed in Past Needs on the group home page.

Group Overview	Calendar	Messages	Needs	Positions	Files
Active Needs	Past Needs				

If you would like to make the past need active again, here are the options.

If the need has not been assigned, edit the need and change the date to a future date. Once you save, the need will then display in 'Active Needs.'

If the past item was assigned, first unassign the item by clicking the link to unassign items.

Assign / Un-assign items

Uncheck the "I'll take it" box.

Taken by	I'll take it
Rita Somebody	<input checked="" type="checkbox"/>

This will remove the individual from the need.

Then edit the need to change the date to a future date, save, and the need will display in 'Active Needs.'

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