**Remove Watch Items from To Do List in Ariba Quick Reference Guide**

**Last Updated**: 07/2023

This QRC provides the steps to remove watch items from the To Do list on your Home tab dashboard.

|  |  |
| --- | --- |
| Access Ariba | |
| Visit the **OneCampus Portal** and select **Procurement – Ariba**. | <https://one.purdue.edu/>  A white background with black text  Description automatically generated |
| Log in using your **Purdue Career Account Username** and **Password**.  Click **Log in**. | A screenshot of a login screen  Description automatically generated |
| Remove Watch Items | |
| Select the **Home** tab. |  |
| Click **View All** in the To Do box. |  |
| Select **Watch** from the drop-down. |  |
| Click the checkbox next that correspond to the document(s) to remove.    Click **Archive to Label** and select **Archive Items** from the drop-down. |  |