**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.

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| 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. |  |