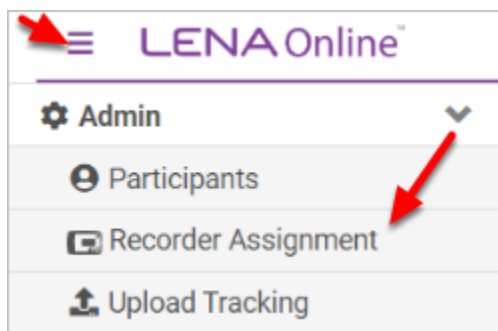


## Unassign a recorder

A user who can see participant names can unassign recorders from those children.

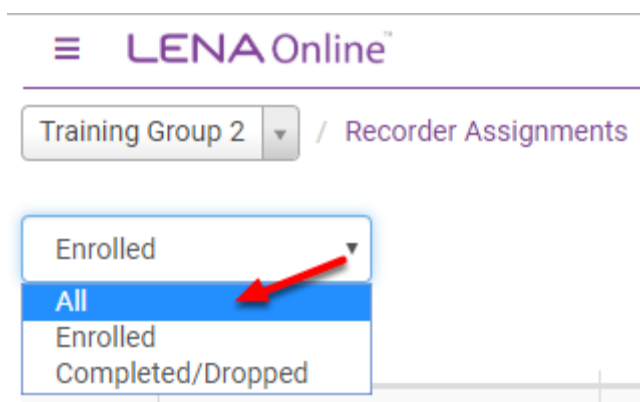
### 1. From the Main Menu, under Admin, select Recorder Assignment.



### 2. Filter as needed to find the child or recorder.

The **Recorder Assignment** screen lists all Enrolled participants in the selected context (organization or group) and the corresponding recorders.

By default it shows only Enrolled children. If the child you need to work with is not listed, use the dropdown to show all children or to filter on Completed/Dropped.



If you have a very long list of children, type a name/number into the screen search to quickly jump to the child or recorder.

Click here for special instructions to unassign recorders from children in completed groups

To unassign recorders after a group has been marked inactive, you must have permission to see the organization the group is part of. If your context menu shows only individual groups, please work with your account administrator to complete these steps.

1. In the context menu, select the **organization** that the completed group belongs to.
2. **Filter** on Completed/Dropped children.
3. To pull up the correct recorder or child, **sort** by name or assigned recorders, or type a name/number in the screen search.
  - In this example the list is sorted by Assigned Recorders to bring all remaining assignments to the top.
4. **Click** the X by the serial number to unassign it.

The screenshot shows the LENA Online interface. At the top left is the LENA Online logo. A search bar and a help icon are at the top right. Below the logo is a dropdown menu showing a redacted organization name, with a callout '1' pointing to it. To the right of this is the text '/ Recorder Assignments'. Below that is a filter dropdown set to 'Completed/Dropped', with a callout '2' pointing to it. To the right of the filter is a search bar with the text 'Search', with a callout '3' pointing to it. Below these are view and print icons. The main part of the page is a table with three columns: 'LENA ID', 'Previous Recorder', and 'Assigned Recorders'. The 'Assigned Recorders' column has a dropdown arrow and a callout '4' pointing to it. The table contains several rows of data. The first row has LENA ID 29840 and an assigned recorder 24457 with an 'x' icon. The second row has LENA ID 28534 and an assigned recorder 24344 with an 'x' icon. The third row has LENA ID 29450 and an assigned recorder 24248 with an 'x' icon. The fourth row has LENA ID 29651 and an assigned recorder 24060 with an 'x' icon. The fifth row has LENA ID 29455 and an assigned recorder 24057 with an 'x' icon. The sixth row has LENA ID 29393 and an assigned recorder 24056 with an 'x' icon. The seventh row has LENA ID 29477 and no assigned recorder. The eighth row has LENA ID 29449, a previous recorder 24034 with a right arrow, and no assigned recorder. The ninth row has LENA ID 29645, a previous recorder 24194 with a warning icon and a right arrow, and no assigned recorder. The tenth row has LENA ID 29474, a previous recorder 24039 with a warning icon and a right arrow, and no assigned recorder.

| LENA ID | Previous Recorder | Assigned Recorders |
|---------|-------------------|--------------------|
| 29840   |                   | 24457 x            |
| 28534   |                   | 24344 x            |
| 29450   |                   | 24248 x            |
| 29651   |                   | 24060 x            |
| 29455   |                   | 24057 x            |
| 29393   |                   | 24056 x            |
| 29477   |                   |                    |
| 29449   | 24034 ➡           |                    |
| 29645   | ⚠ 24194 ➡         |                    |
| 29474   | ⚠ 24039 ➡         |                    |

3. Click the "x" by the recorder serial number you want to unassign.

LENA Online™

Training Group 2

/ Recorder Assignments

All

| LENA ID | Participant      | Assigned Recorders |
|---------|------------------|--------------------|
| 5168    | Fewturn, Benezir | 867530 x           |

The recorder assignment is immediately removed.

The recorder is available for assignment to another participant.