

Archive Non-Conformances

Archive Non-Conformances raised in error, from within the **completed audit report**.

Non-Conformances are now able to be **archived** in the **Audit Report Template**.



1. In the **report** of a **completed audit** you will now see a **Action button**, select the action button on the **Non-Conformance** you wish to **Archive**.
2. The dropdown includes **Manage Non-Conformance** and **Archive Non-conformance**. Select the **Archive Non-Conformance**.
3. **Confirmation** modal appears and you are able to **confirm** you wish to archive and add a **comment** to the archive action.

The **Non-conformance** should now be **archived** and is no longer on the **audit report**.

PLEASE NOTE:

You are not able to **delete** anything other than a **draft** of a template on AuditComply, this is because we understand that some things may happen by **accident** and irrelevant information may not always stay irrelevant **archiving** information instead of **deleting** it means that you are able to **retrieve data**.