

Archive/Reassign Via User

When **archiving** a user, you can now **reassign** their **schedules** and/or **Non-Conformances** to **another user**. This ensures that no tasks are left undone and no issues slip through the cracks.

If you wish to keep the **schedules** active but still want to **archive the user** select the **Next** button without select any option.

If you wish to **Reassign schedules**

1. Select the **reassign** option.
2. Select the **user** you wish to reassign the scheduled assessments to in the drop down beside it.
3. Now select the **assessments** you wish to have **reassigned**.

Any **assessments** not selected will **remain active** and **assigned** to the **current user** even after the user is archived.

- Once you have selected the **assessments**, select '**Apply**' to confirm these are the **assessments** you want to **reassign** to the **user you selected**.

Inprogress Schedules

As these **assessments** have already been **started** by the user you are choosing to **archive** you are **unable to reassign** them to another user or **delete them**. However you can archive the schedules.

You can also leave the **InProgress schedules active** and **assigned** to the **archived user**. This is done by simply **selecting next** at the bottom of the screen without selecting anything else

1. Select '**Archive Selected Schedules**' option
2. Now select the **schedules** you wish to **archive**.
3. Once you have selected the assessments, select '**Apply**' to confirm these are the assessments you **want to archive**.

The above procedure is the same for **non-conformances**.

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**.