

Manager

Archiving Users

A user account may be archived when that user is no longer associated with your organization. The Archive function suspends the user's account (including eLearning access), and a download in Player removes the user from the Enrollment screen. The user's records are retained and available for reports, and this function is reversible.

Archiving a User

- A. From your Manager website, navigate to the **Users** section
- B. Select **User Listing**
- C. Search for the user with the provided search tools
- D. Select the box next to the user's name
- E. Navigate to the bottom of the page and select the **Archive** Button
- F. A pop-up window will ask if you wish to archive users; select the **Apply** button

Note:

- The User Listing search tools filter out archived users by default. To access an archived user's record, set 'Show Archived' to 'Yes' in the Search field, then select 'Filter'
- Archiving users enables you to maintain an accurate count of active users, which ensures that you are properly billed

The screenshot displays the 'Manage Users' interface in the Alchemy Manager Admin Center. The page title is 'Admin Center: Preview of Manager features'. The user 'Christina Jupson' is logged in. The 'Manage Users' section is active, showing a search bar with 'adams' entered (annotated with C). The 'User Listing' tab is selected (annotated with B). A table lists users, with 'Adams, Travis' selected (annotated with D). At the bottom, the 'ARCHIVE' button is highlighted (annotated with E). A pop-up window titled 'Archive users?' is visible, with the 'APPLY' button highlighted (annotated with F).

Name	User ID	Position Title	Worksite	Admin Role	Archived
Adams, Travis	TAdams	Maintenance I	Austin	-	No

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Archiving Users

A user may be un-archived if they are rehired with your organization, retaining their previous training records.

The Unarchive function restores the user to active status. The user can once again take eLearning courses, and after a download in Player, the user can participate in Group Based training sessions.

Un-archive a User

- A. From your Manager website, navigate to the **Users** section
- B. Select **User Listing**
- C. In the Search section, select **OPTIONS**
- D. Select the box next to **Show archived users** and select **Apply**
- E. Search for an archived user with the provided search tools
- F. Select the box next to the archived user's name
- G. Navigate to the bottom of the page and select the **Unarchive** Button
- H. A pop-up window will ask if you wish to unarchive users; select the **Apply** button

