

A photograph of students in a classroom, with a man in the foreground wearing glasses and a blue shirt, looking towards the right. The image is overlaid with a semi-transparent white box containing text.

Skills Forward

Skills Builder Guide

Deleting / Archiving Users

Getting to the Administration Dashboard

The screenshot shows the Skills Builder interface. On the left is a dark blue navigation sidebar with the following items: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. A red box labeled '1' highlights the 'Administration' menu item. To the right of the sidebar is a secondary menu titled 'SkillsBuilder' with a red box labeled '2' highlighting the 'ADMIN DASHBOARD' item. The main content area displays a grid of qualification cards: FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). Below the grid are two summary cards: 'Qualification(s)' with a pie chart and 'Off-The-Job Training (OTJ)' with progress bars for 'Users on target' (No users in your groups with data) and 'Total Expected' (No data).

Start by selecting **Administration** > **ADMIN DASHBOARD**

Delete or Archive users

The screenshot shows the Skills Forward Administration dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main content area is titled 'Skills Forward Administration' and has a top navigation bar with tabs for Users, Groups, Reports, Licences, Institution, Criteria, Roles, and Courses. Below this is a secondary navigation bar with tabs for Qualifications, Configuration, and ForSkillsGo. The 'Users' tab is selected, displaying a list of user management actions:

- Edit user accounts: Browse the list of user accounts and edit any of them
- Add a new user: To manually create a new user account
- Upload users: Import new user accounts from a text file
- Enrol Learners to Course: Assign Learners to a Course (and optionally a Group)
- Unenrol Learners from Course: Remove Learners from a Course
- List Administrators: Browse the list of administrators
- List of Tutors: Browse the list of Tutors
- Transfer Profile: Transfer users profiles between institutions
- List of Learners for Tutors: Browse the list of Learners
- Tutor Contact Time: List total contact time spent by Tutors (and filter by dates and groups)
- Assign users a portfolio: Assign users a new portfolio.
- Merge Users
- Find User: Search for a user by username, name or email address
- Delete or Archive users: Remove or archive multiple users from this institution**
- Reset users passwords: Bulk reset users passwords
- Enrol Learners to Qualification: Assign Learners to a Qualification (and optionally a Group)
- Assign admins: Manage the users that have full administration rights and can access all users and information in the site
- Remove admin: Remove the users that have full administration rights and can access all users and information in the site
- Assign Editors: Assign users with rights to edit courses
- Set Alerts: Sign up for site alert information via email
- Total Contact Time: List total contact time with Learners (and filter by dates and groups)
- Upload User Qualifications: Upload qualifications and units for users
- Bulk Delete or Archive users: Remove or archive multiple users from this institution in bulk.
- Copy Profile

A red arrow points from the 'Delete or Archive users' option in the list to the 'Delete or Archive users' option in the 'Users' menu on the left sidebar.

Select Delete or Archive users

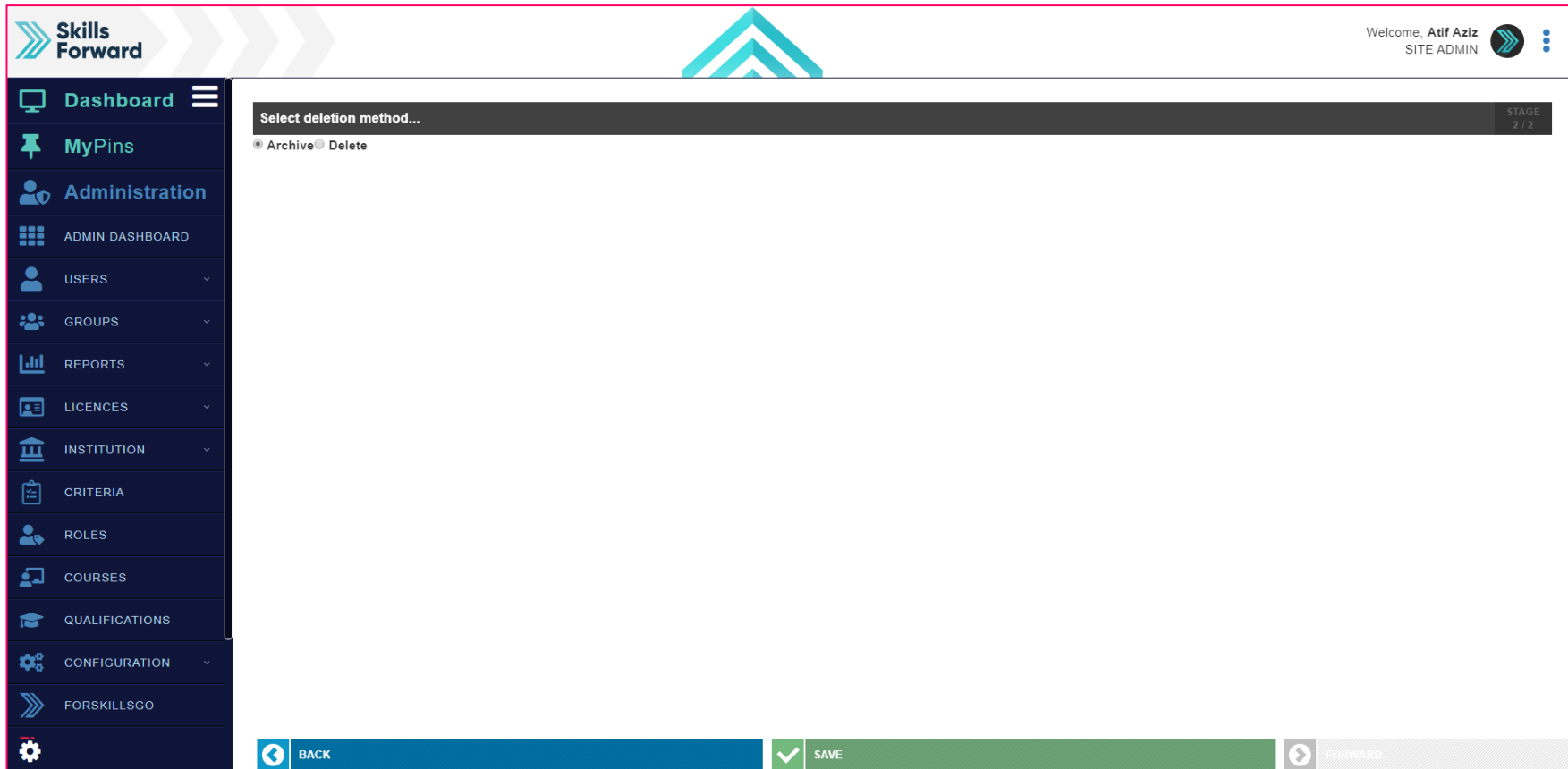
Select the Users you want to Delete / Archive

The screenshot shows the Skills Builder user management interface. On the left is a navigation sidebar with options: Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main area displays a grid of user cards. At the top of the grid, it says 'SELECTED 4 / 310 (MAX 1000)'. Below this is a search bar for 'FIRST NAME' and a 'SHOWING 1-100 / 310' indicator. The grid contains 12 columns and 6 rows of user cards. Each card has a chevron icon in the top right corner. Four cards are highlighted with a blue chevron: 'Deer, Rudolph', 'demo, portfolio', 'Demo, Test', and 'Doncaster, Test'. At the bottom of the grid, there are buttons for 'BACK', 'SAVE', and 'FORWARD'.

FIRST NAME	Begin typing to filter...										
Beaker, Tracey	Bear, donald	Bear, Rupert	Bear, Rupert	Bear, Tommy	Beaven, Aaron	Beckles, Macie	Beckwith, Peter	Blewitt, Dean	Bloggs, Fred	Bloggs, Joe	bloggs, Joe
Bloggs, Joe	Bowers, Michelle	Bradley, Dylan	Bradley, Dylan	Brooks, Tom	Brown, Bobby	Brown, Carol	Brown, Charlie	Brown, Jane	Brown, Tom	Burghes, David	Campbell, Riael
Castelino, Celine	Cavallo de Oliveira...	Cook, Matthew	copy, test	Cordon, Luke	Coulter, Susan	Coulton, Daniel	Crosby, Daniel	crouch, scotty	Dawson, Richard	Day, Carmen	Day, Julie
Deacon, Sydnee	Deer, Blitzen	Deer, Rudolph	demo, demo	demo, portfolio	Demo, Test	demo, tutor	Doe233, John	Doncaster, Test	doncaster, test	e3, maths	Egbe, Sarah
Ellis, Lee	Fishwick, Maurice	Fletcher, Duncan	Foley, Callum	Forskills, Simon at	Fox, Chris	fs010319, fs010319	fs111119, fs111119	fs150319, fs150319	fs171219, fs171219	fs250119, fs250119	fs271017, fs271017

Select the users you want to **DELETE** or **ARCHIVE**, and then select **FORWARD**.

Selecting whether to Archive or Delete



The screenshot shows the Skills Forward administration interface. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration (with a sub-menu including ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO), and a gear icon for settings. The main content area is titled 'Select deletion method...' and contains two radio buttons: 'Archive' (which is selected) and 'Delete'. In the top right corner of the main area, it says 'Welcome, Atif Aziz SITE ADMIN' and 'STAGE 2 / 2'. At the bottom of the interface, there are three buttons: 'BACK' (with a left arrow), 'SAVE' (with a checkmark), and 'FORWARD' (with a right arrow).

Select whether you want the users to be **deleted** or **archived**.

Select **SAVE**

END OF GUIDE