

A photograph of students in a classroom, with a young man in the foreground wearing glasses and a blue shirt, holding a yellow pencil. The background shows other students seated at desks. The image is framed by a red border.

Skills Forward

Skills Builder Guide

Unarchiving 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' option. 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).

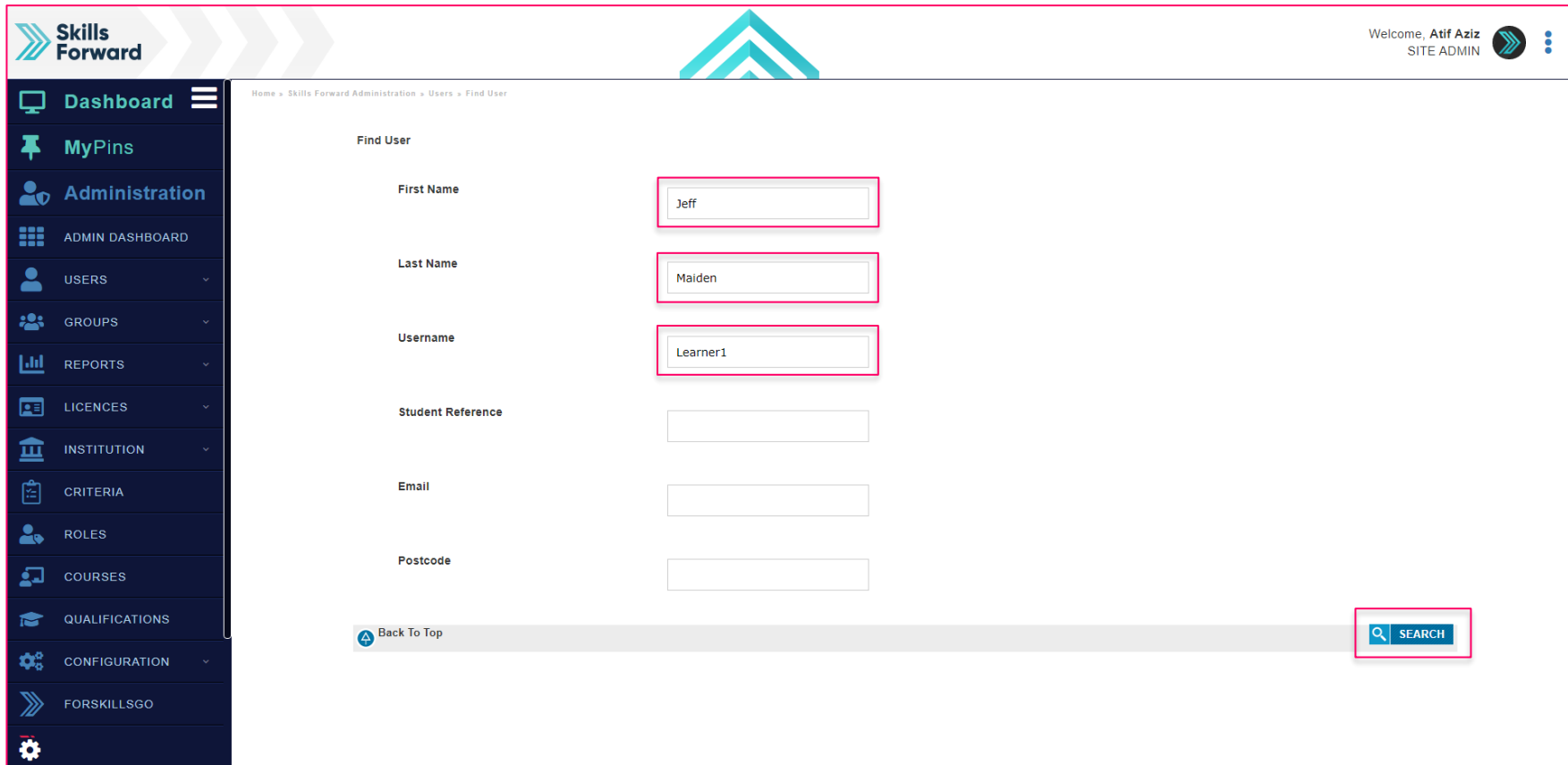
Start by selecting **Administration** > **ADMIN DASHBOARD**

Delete or Archive users

The screenshot displays the Skills Forward Administration dashboard. On the left is a dark sidebar with navigation options: 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 features a top navigation bar with tabs for Users, Groups, Reports, Licences, Institution, Criteria, Roles, and Courses. Below this are three main sections: Qualifications, Configuration, and ForSkillsGo. A list of administrative actions is shown, including 'Find User' (highlighted with a red box and an arrow), 'Delete or Archive users', 'Reset users passwords', 'Enrol Learners to Qualification', 'Assign admins', 'Remove admin', 'Assign Editors', 'Set Alerts', 'Total Contact Time', 'Upload User Qualifications', 'Bulk Delete or Archive users', and 'Copy Profile'. The 'Find User' option is described as 'Search for a user by username, name or email address'.

Select Find User

Find the user



The screenshot displays the Skills Forward Administration interface. On the left is a dark blue sidebar menu with options: Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main content area is titled 'Find User' and contains a form with the following fields: First Name (containing 'Jeff'), Last Name (containing 'Maiden'), Username (containing 'Learner1'), Student Reference, Email, and Postcode. A 'SEARCH' button is located at the bottom right of the form area. A 'Back To Top' link is visible at the bottom left of the form area. The top right of the page shows a user profile for 'Atif Aziz, SITE ADMIN'.

Enter the details of the user you would like to unarchive

Once entered, select **SEARCH**

Unarchive User

The screenshot shows the Skills Forward Administration interface. On the left is a navigation menu with options like Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main content area displays a table of users with columns: Name, Username, Learner Ref, Email address, Postcode, Date of Birth, Institutions, Status, and Actions. A user named 'Jeff Maiden' with username 'Learner1' is shown with a status of 'Archived'. Below the table is a 'Find User' form with input fields for First Name (Jeff), Last Name (Maiden), Username (Learner1), Student Reference, Email, and Postcode. The 'Actions' column for the user has a 'VIEW' button with a dropdown menu, and the 'UNARCHIVE' option is highlighted in red. At the bottom, there is a 'Back To Top' button and a 'SEARCH' button.

Name	Username	Learner Ref	Email address	Postcode	Date of Birth	Institutions	Status	Actions
Jeff Maiden	Learner1	-	-	-	-	Skills Forward	Archived	VIEW <ul style="list-style-type: none"> UNARCHIVE

Once the user is found, you can confirm from the status column that they are **Archived**. Select the **drop-down** for the **VIEW** button and select **UNARCHIVE**

END OF GUIDE