

## PI's- Archiving/Deactivating Assessments

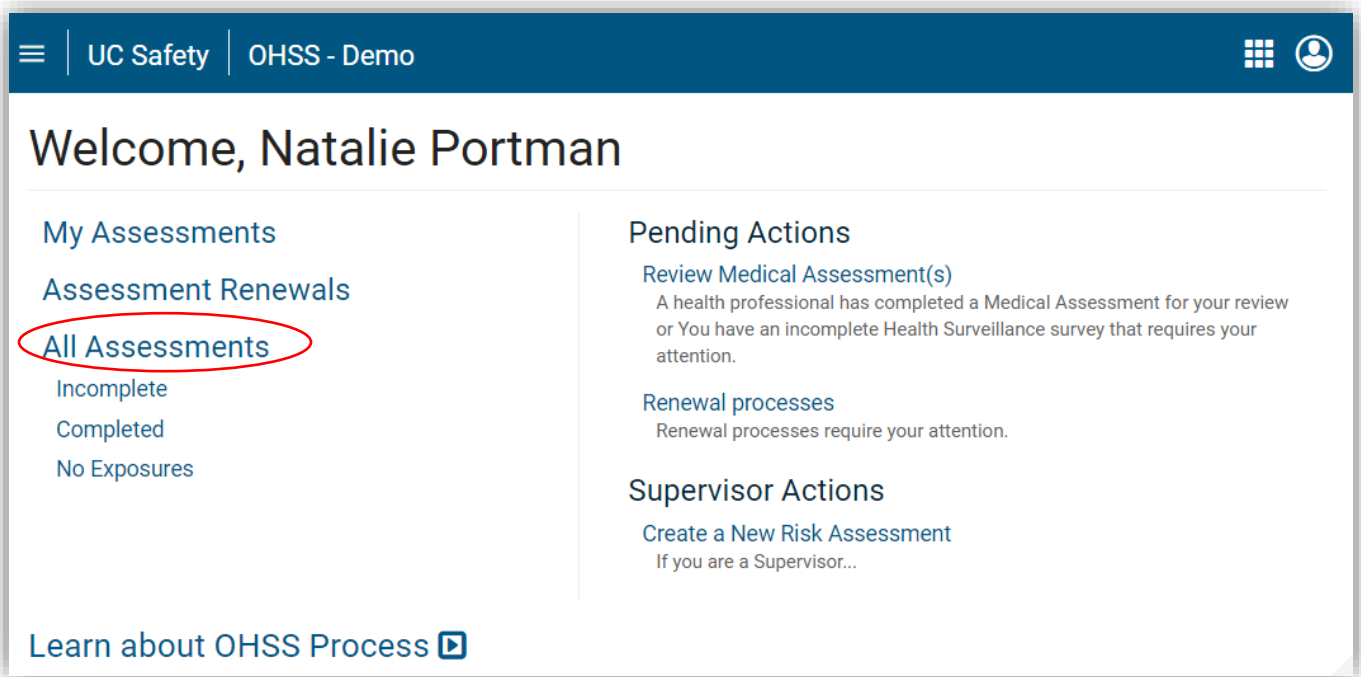
### Managing Archived or Deactivated Assessments

If a participant is no longer part of the Occupational Health Surveillance program or has transitioned to a new PI, their assessments can either be archived or deactivated.

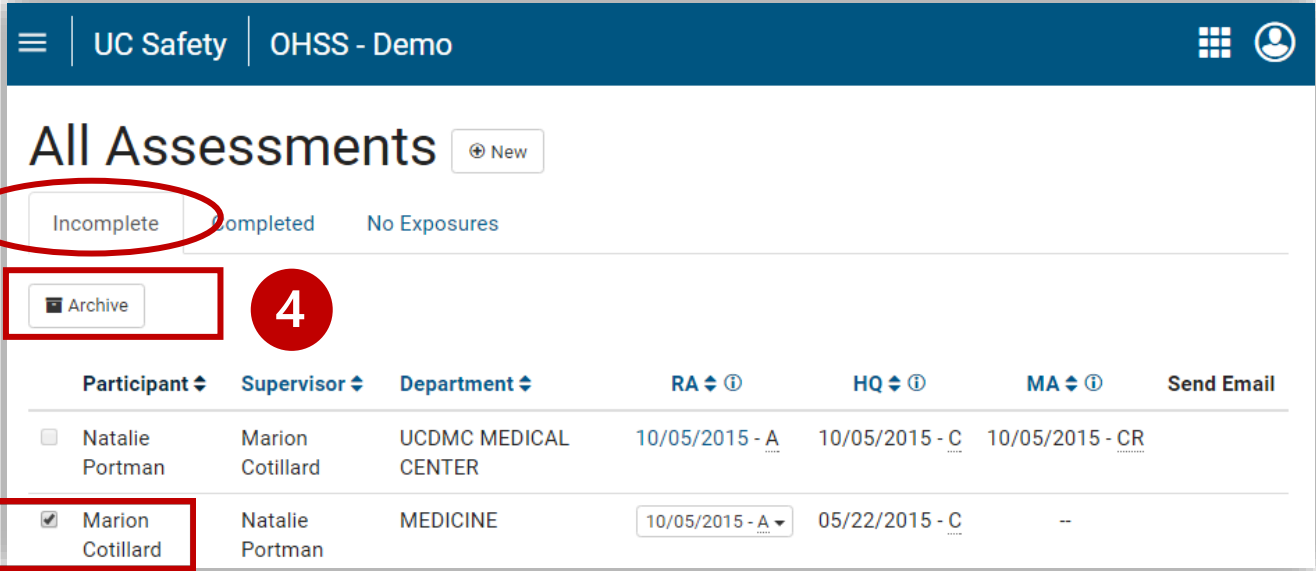
- **Archiving:** Used for incomplete assessments.
- **Deactivating:** Stops the renewal process for completed assessments and disables email reminders to the current PI for those assessments.

### Archiving Incomplete Assessments

1. Navigate to **All Assessments** from your homepage.



2. The system will automatically display the **Incomplete** tab.
3. Select the checkbox next to the name of the participant whose assessment you wish to archive.



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## All Assessments New

Incomplete Completed No Exposures

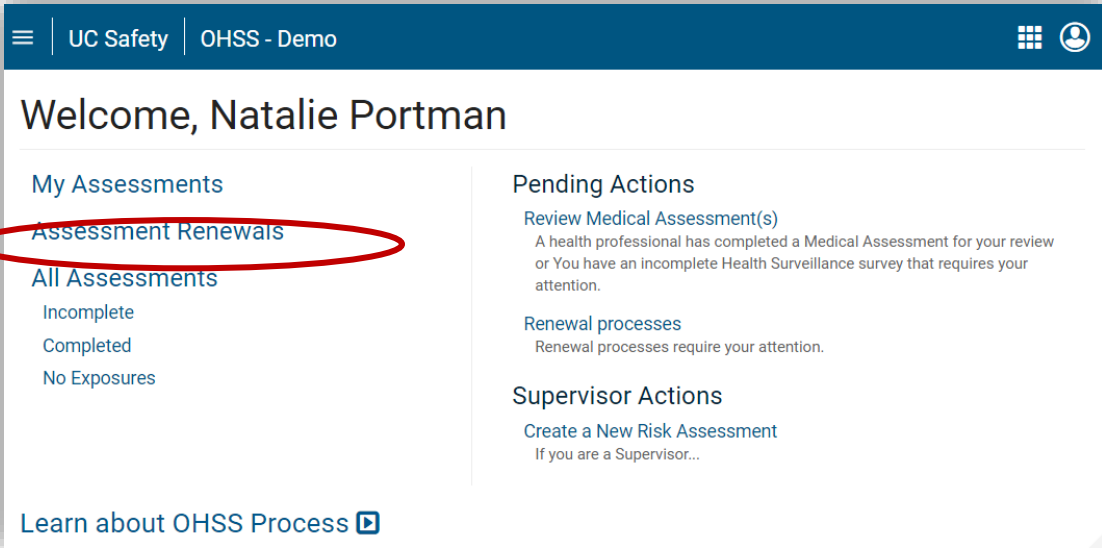
Archive

Participant	Supervisor	Department	RA	HQ	MA	Send Email
<input type="checkbox"/> Natalie Portman	Marion Cotillard	UCDMC MEDICAL CENTER	10/05/2015 - A	10/05/2015 - C	10/05/2015 - CR	
<input checked="" type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	10/05/2015 - A	05/22/2015 - C	--	

- Click the **Archive** button.
- Provide a reason for archiving when prompted.

### Deactivating Assessments Up for Renewal

- Go to the **Assessment Renewals** page.



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## Welcome, Natalie Portman

**My Assessments**

**Assessment Renewals**

**All Assessments**

[Incomplete](#)

[Completed](#)

[No Exposures](#)

**Pending Actions**

**Review Medical Assessment(s)**  
A health professional has completed a Medical Assessment for your review or You have an incomplete Health Surveillance survey that requires your attention.

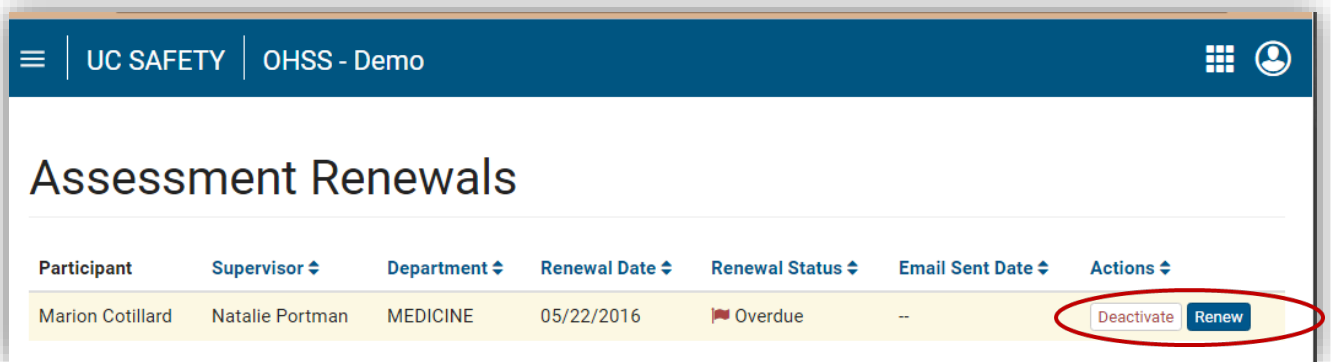
**Renewal processes**  
Renewal processes require your attention.

**Supervisor Actions**

**Create a New Risk Assessment**  
If you are a Supervisor...

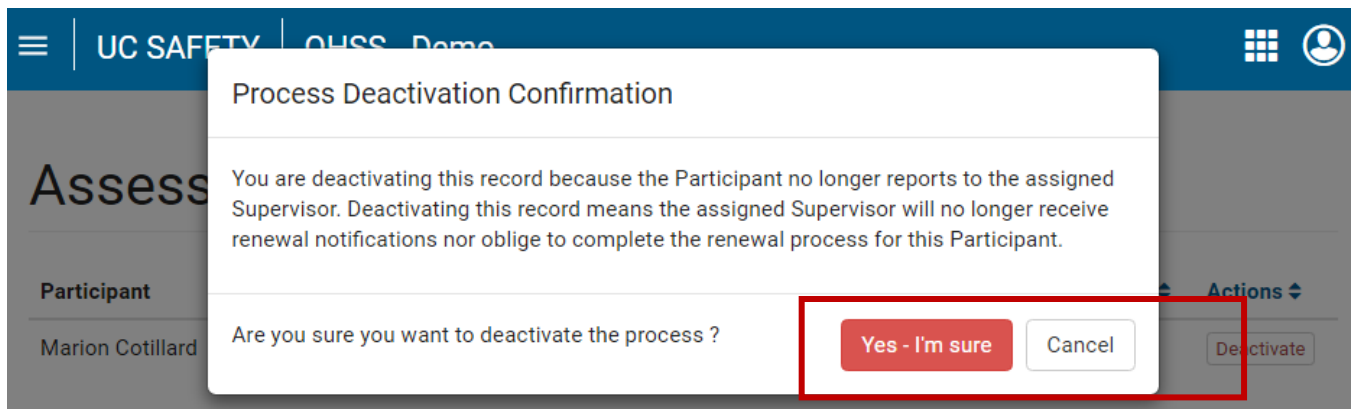
[Learn about OHSS Process](#)

2. Locate the assessment to be deactivated.
3. Select the **Deactivate** option.



Participant	Supervisor	Department	Renewal Date	Renewal Status	Email Sent Date	Actions
Marion Cotillard	Natalie Portman	MEDICINE	05/22/2016	Overdue	--	<span>Deactivate</span> <span>Renew</span>

4. Confirm the action by clicking **Yes - I'm Sure**.



Process Deactivation Confirmation

You are deactivating this record because the Participant no longer reports to the assigned Supervisor. Deactivating this record means the assigned Supervisor will no longer receive renewal notifications nor oblige to complete the renewal process for this Participant.

Are you sure you want to deactivate the process ?

Yes - I'm sure Cancel