

PI's- Archiving/Deactivating Assessments

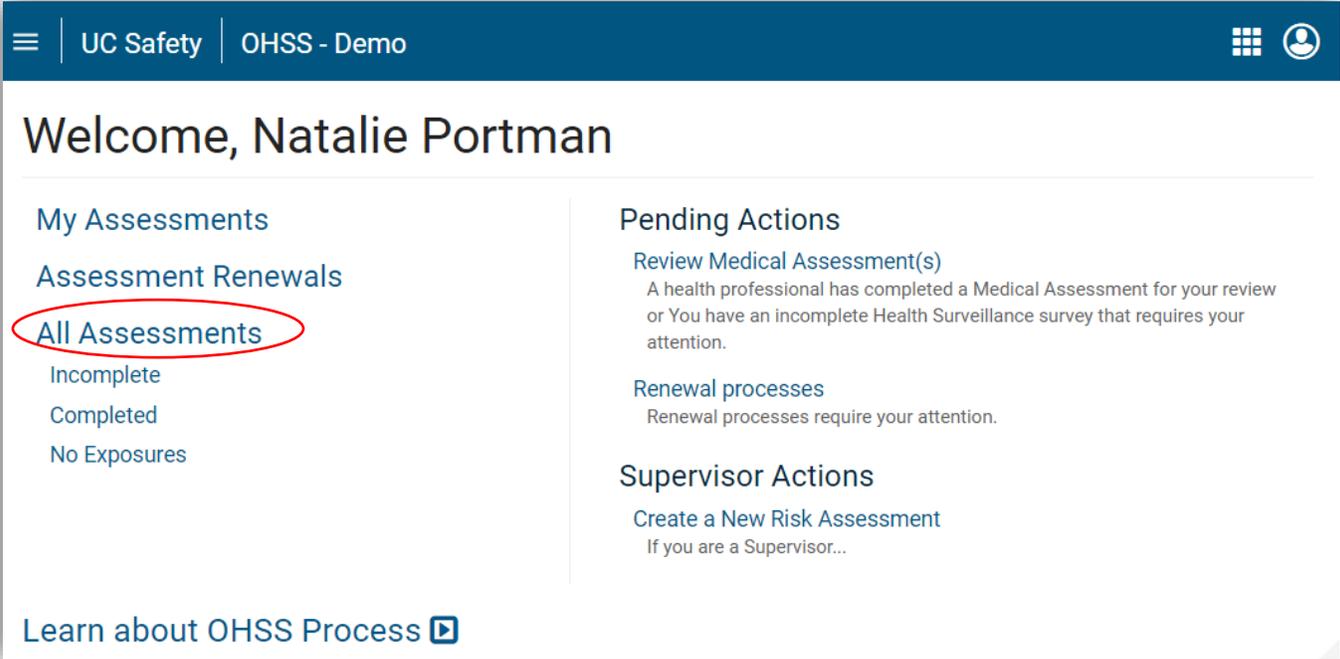
Managing Archived or Deactivated Assessments

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.



The screenshot shows a user interface for 'UC Safety | OHSS - Demo'. The user is identified as 'Natalie Portman'. On the left, under 'My Assessments', there are three links: 'Assessment Renewals', 'All Assessments' (circled in red), 'Incomplete', 'Completed', and 'No Exposures'. On the right, under 'Pending Actions', there are three sections: 'Review Medical Assessment(s)' with a description, 'Renewal processes' with a description, and 'Supervisor Actions' with a link 'Create a New Risk Assessment' and a description. At the bottom, there is a link 'Learn about OHSS Process' with a play button icon.

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	--	

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

Deactivating Assessments Up for Renewal

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

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Welcome, Natalie Portman

My Assessments

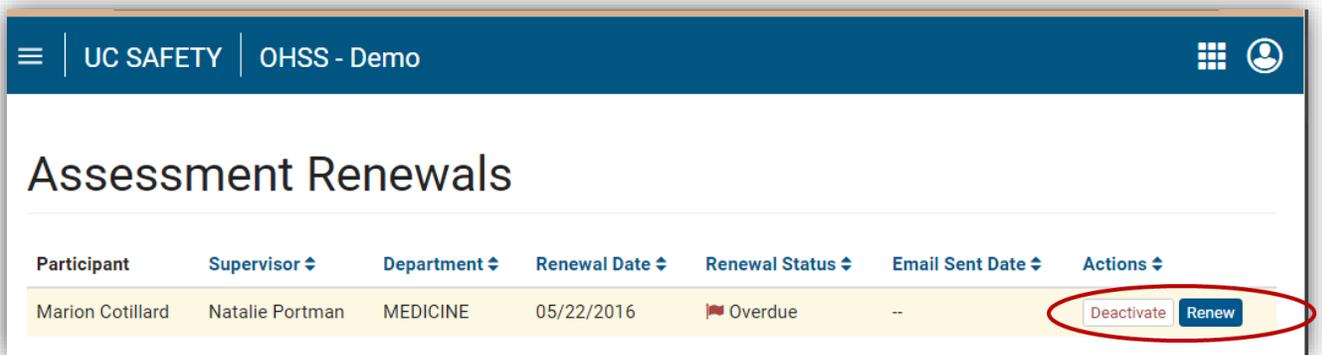
- Assessment Renewals
- All Assessments
 - Incomplete
 - Completed
 - No Exposures

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.



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

