

Step Instruction Screenshot

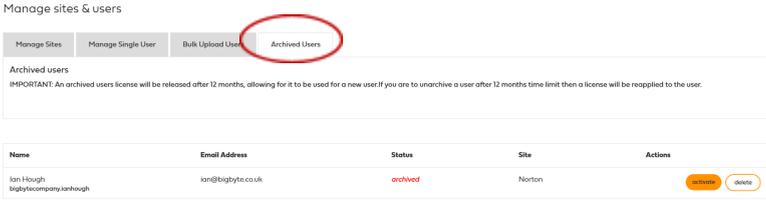
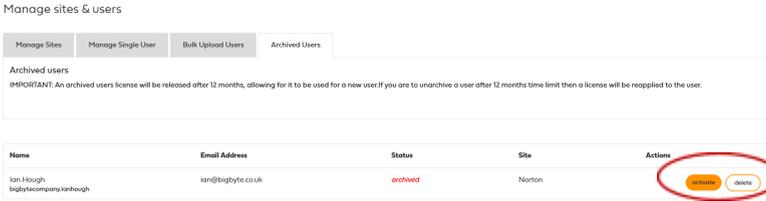
Add Archive or Delete Users

<p>1.</p>	<ul style="list-style-type: none"> - Go to Dashboard and click on Manage sites/users. 	<p>Dashboard</p> <p>Account Details</p> <p>Name: Andrea Watson Company: Big Byte Company change</p> <p>Employees: 24 current total</p> <p>Licenses: 25/200 used/total 175 licenses remaining 0 pending release #</p> <p>Total courses: 21 (View Courses)</p> <p>Survey credits: 1/130 Food Safety Culture #</p> <p>buy ftc credits upgrade account</p> <p>Monthly statistical overview for March 2025</p> <p>24 Courses completed</p> <p>27 Courses in progress</p> <p>21 Refresher required</p> <p>23 Refresher overdue</p> <p>manage sites/users training matrix employee certificate</p> <p>set refresher food safety culture sample size calculator</p> <p>my courses my course access</p>															
<p>2.</p>	<ul style="list-style-type: none"> - Scroll down and find the user you would like to Archive or Delete. - Click on the edit button. 	<p>Manage sites & users</p> <p>Manage Sites Manage Single User Bulk Upload Users Archived Users</p> <p>Add New User</p> <p>First Name: <input type="text" value="bigbytecompanyandrea.watson"/> Select Role: <input type="text" value=""/> add user</p> <p>Last Name: <input type="text" value=""/> Unlock your account to view auto-fill suggestions Select Site: <input type="text" value=""/></p> <p>Unlock account</p> <p>Select Courses</p> <p><input checked="" type="checkbox"/> Allergen Awareness <input checked="" type="checkbox"/> Introduction to Food Microbiology <input checked="" type="checkbox"/> Manual Handling</p> <p><input checked="" type="checkbox"/> Allergen Awareness (Polish) <input checked="" type="checkbox"/> Labelling <input checked="" type="checkbox"/> Noise Awareness</p> <p><input checked="" type="checkbox"/> COSHH <input checked="" type="checkbox"/> Level 2 Food Safety <input checked="" type="checkbox"/> Pest Awareness</p> <p><input checked="" type="checkbox"/> DSEA <input checked="" type="checkbox"/> Level 2 Food Safety (Polish) <input checked="" type="checkbox"/> Pest Awareness (Polish)</p> <p><input checked="" type="checkbox"/> Equality & Diversity <input checked="" type="checkbox"/> Level 2 HACCP <input checked="" type="checkbox"/> Root Cause Analysis</p> <p><input checked="" type="checkbox"/> Fire Safety Awareness <input checked="" type="checkbox"/> Level 2 Health & Safety <input checked="" type="checkbox"/> Understanding Food Safety Culture</p> <p><input checked="" type="checkbox"/> General Data Protection Regulation (GDPR) <input checked="" type="checkbox"/> Management & Supervisory <input checked="" type="checkbox"/> Working at Height</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email Address</th> <th>Role</th> <th>Site</th> <th></th> </tr> </thead> <tbody> <tr> <td>bob bobson bigbytecompanybobbobson</td> <td>bobson2@aol.com</td> <td>Technical/QA</td> <td>Norton</td> <td>edit</td> </tr> <tr> <td>Brian Husband bigbytecompanybrianhusband</td> <td>brian@bigbyte.co.uk</td> <td>Senior Management</td> <td>Norton</td> <td>edit</td> </tr> </tbody> </table>	Name	Email Address	Role	Site		bob bobson bigbytecompanybobbobson	bobson2@aol.com	Technical/QA	Norton	edit	Brian Husband bigbytecompanybrianhusband	brian@bigbyte.co.uk	Senior Management	Norton	edit
Name	Email Address	Role	Site														
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<p>3.</p>	<ul style="list-style-type: none"> - Underneath the edit details box you will see the “delete user” and “archive user” buttons. - Click on the option you require. - Then click on “save details” - Please Note you can not re assign the user licence for 6 months. 	<p>edit details</p> <p>First Name: <input type="text" value="Bob"/></p> <p>Last Name: <input type="text" value="Bobson"/></p> <p>Email Address: <input type="text" value="bobson2@aol.com"/></p> <p>Role: <input type="text" value="Technical/QA"/></p> <p>Site: <input type="text" value="Norton"/></p> <p>save details delete user archive user</p> <p>course access</p> <p><input checked="" type="checkbox"/> Introduction to Food Microbiology</p> <p><input checked="" type="checkbox"/> Root Cause Analysis</p> <p><input checked="" type="checkbox"/> Understanding Food Safety Culture</p> <p><input checked="" type="checkbox"/> Allergen Awareness</p> <p><input checked="" type="checkbox"/> Labelling</p> <p><input checked="" type="checkbox"/> Level 2 Food Safety</p> <p><input checked="" type="checkbox"/> Level 2 HACCP</p> <p><input checked="" type="checkbox"/> Pest Awareness</p> <p><input checked="" type="checkbox"/> COSHH</p> <p><input checked="" type="checkbox"/> DSEA</p> <p><input checked="" type="checkbox"/> Fire Safety Awareness</p> <p><input checked="" type="checkbox"/> Level 2 Health & Safety</p> <p><input checked="" type="checkbox"/> Manual Handling</p>															

Re instate or delete Archived Users

<p>4.</p>	<ul style="list-style-type: none"> - Go to Dashboard and click on Manage sites/users. 	<p>Dashboard</p> <p>Account Details</p> <p>Name: Andrea Watson Company: Big Byte Company change</p> <p>Employees: 24 current total</p> <p>Licenses: 25/200 used/total 175 licenses remaining 0 pending release #</p> <p>Total courses: 21 (View Courses)</p> <p>Survey credits: 1/130 Food Safety Culture #</p> <p>buy ftc credits upgrade account</p> <p>Monthly statistical overview for March 2025</p> <p>24 Courses completed</p> <p>27 Courses in progress</p> <p>21 Refresher required</p> <p>23 Refresher overdue</p> <p>manage sites/users training matrix employee certificate</p> <p>set refresher food safety culture sample size calculator</p> <p>my courses my course access</p>
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No. 2 How to Archive or Delete users

Step	Instruction	Screenshot										
5.	- Click on “Archived users”.	 <p>Manage sites & users</p> <p>Manage Sites Manage Single User Bulk Upload Users Archived Users</p> <p>Archived users</p> <p>IMPORTANT: An archived users license will be released after 12 months, allowing for it to be used for a new user. If you are to unarchive a user after 12 months time limit then a license will be reapplied to the user.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email Address</th> <th>Status</th> <th>Site</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Ian Hough bigbytecompany@lanhough</td> <td>ian@bigbyte.co.uk</td> <td>archived</td> <td>Norton</td> <td>activate delete</td> </tr> </tbody> </table>	Name	Email Address	Status	Site	Actions	Ian Hough bigbytecompany@lanhough	ian@bigbyte.co.uk	archived	Norton	activate delete
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6.	- Identify the User you want to activate or delete and click on the appropriate button.	 <p>Manage sites & users</p> <p>Manage Sites Manage Single User Bulk Upload Users Archived Users</p> <p>Archived users</p> <p>IMPORTANT: An archived users license will be released after 12 months, allowing for it to be used for a new user. If you are to unarchive a user after 12 months time limit then a license will be reapplied to the user.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email Address</th> <th>Status</th> <th>Site</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Ian Hough bigbytecompany@lanhough</td> <td>ian@bigbyte.co.uk</td> <td>archived</td> <td>Norton</td> <td>activate delete</td> </tr> </tbody> </table>	Name	Email Address	Status	Site	Actions	Ian Hough bigbytecompany@lanhough	ian@bigbyte.co.uk	archived	Norton	activate delete
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