

Archiving a Report in the Indigo Dashboard

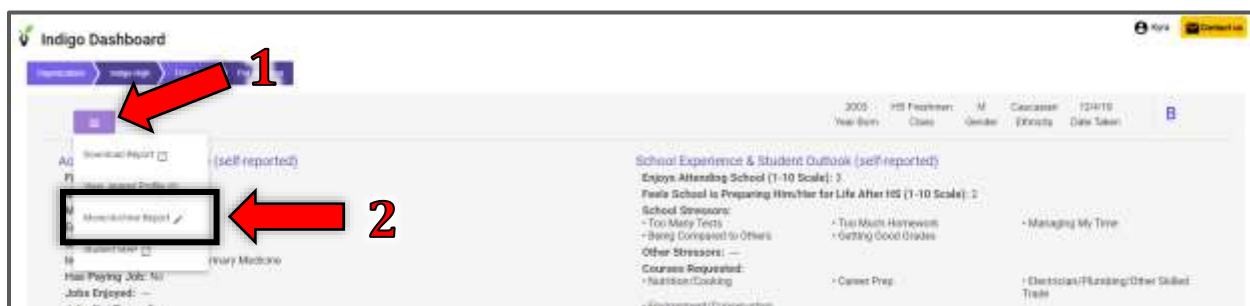
Log in to the dashboard and click on the **Data Table** or the **Find Someone** tile. You must have user management permission to archive reports.



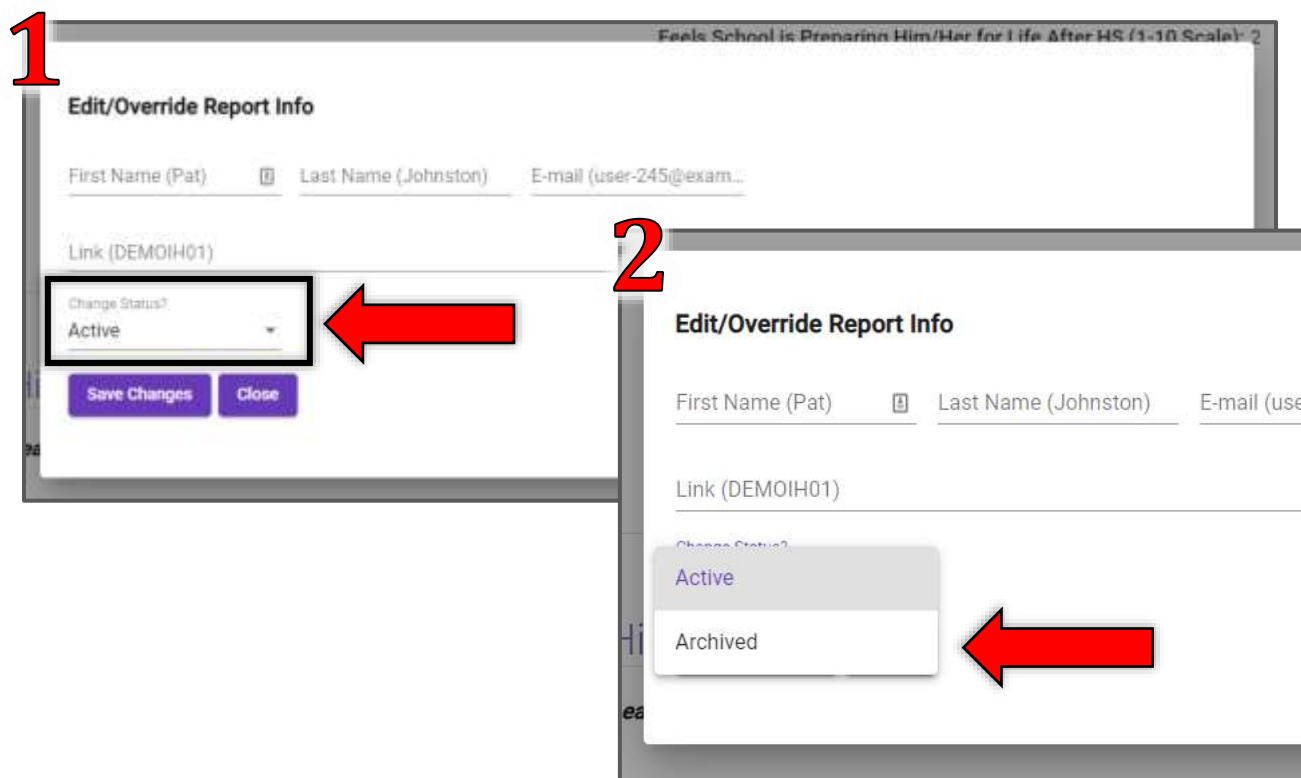
Search for the name of the person whose report you want to archive in the search box. Click on their name in the list to open the options for that student. Click the orange **Full Profile** button.



From the **Full Profile** page, click on the three line icon on the top left. From the menu, select **Move/Archive Report**.



The **Edit/Override Report Info** box will appear with report change options. At the bottom, click on the word **Active** and choose **Archive** from the menu that opens.



The **Change Status?** option should now say “Archived”. Click the **Save Changes** button. A message will pop up with a warning. Confirm you want to archive the report by clicking **OK**.



The report is now archived.

Questions? Contact support@indigoproject.org