Move or Archive Individuals

The ability to move or archive individuals in the dashboard is restricted to certain users. If you want to move/archive someone and do not have the ability, speak to the Indigo contact at your school.

This procedure refers to individuals who have taken an Indigo Assessment and are shown in the Indigo Dashboard. It does not refer to dashboard users.

If you have access to multiple dashboards, you can move individuals to a different dashboard. This may be necessary if a student used a staff link or someone changed schools. An individual may only be in one dashboard at a time.

Archiving individuals removes them from the main interface of the dashboard. This is often done for staff or students who leave an organization. Individuals are not fully deleted and can be un-archived in the future. If you want to remove an entire group of students such as a graduating class, contact support@indigoproject.org.

Open the Move/Archive Report Tool

Log in to your dashboard and click on the **Data Table** tile. Within the Data Table, locate the person you want to archive and click on their name to expand the options. You will see additional buttons. Click on **Full Profile**.
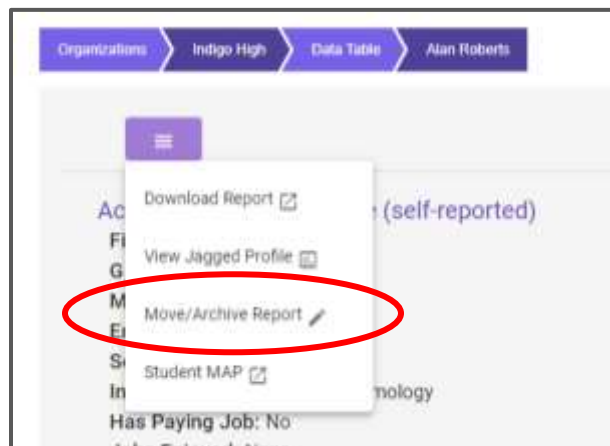

This will open a new page with the individual's information. Once opened, click on the purple button in the top left-hand corner.
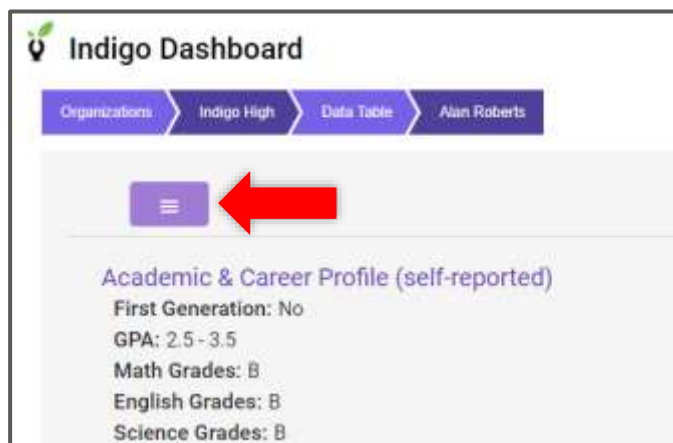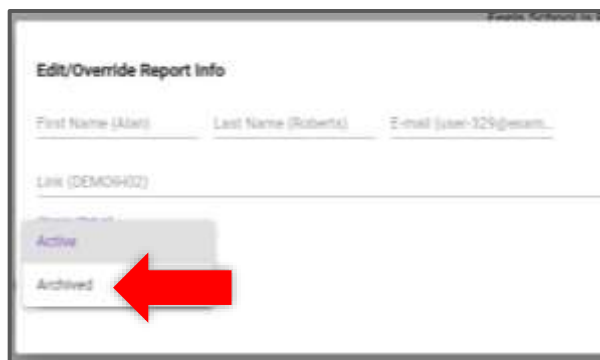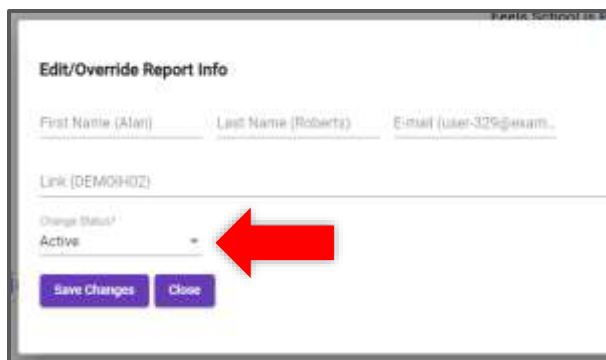
This will open a dropdown menu. Select **Move/Archive Report**.

This opens a box where you can change their status.

Archive a Report

Locate the **Change Status?** option at the bottom of the Edit/Override Report Info box. Change it from *Active* to *Archived* by clicking on the arrow to open the menu and selecting **Archived**. You should not fill in any other box.
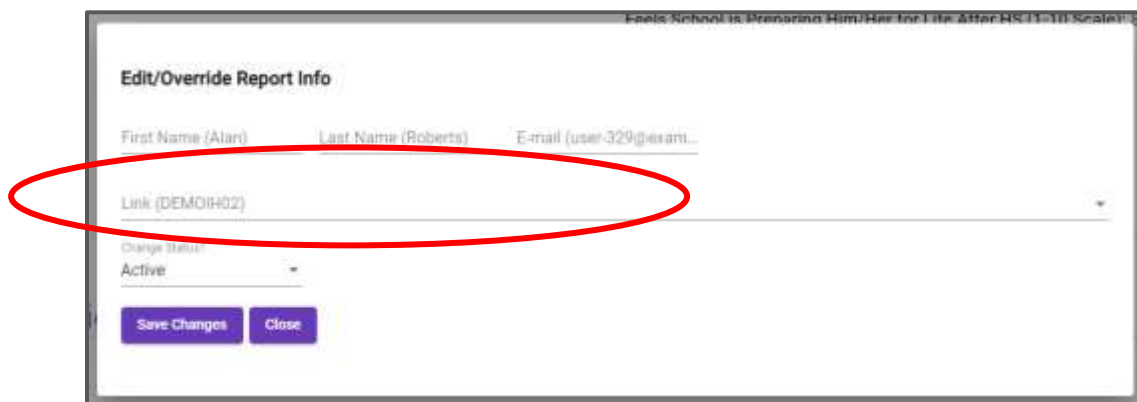

Check that **Change Status?** now says *Archived*, then click the **Save Changes** button.

Confirm the change in the "are you sure" pop-up, then the person will be archived.

Move a Report

Locate the **Link** field at the bottom of the Edit/Override Report Info box.

Click in the **Link** field and begin to type in the link code or link name you want to move the individual to. It does not matter which dashboard the link is in. (If you don't know the link name, check the list in the Groups tile.) Click on the link that the person should be moved to. It should now appear in that field.

Click **Save Changes** and confirm your choice.

If you have questions or need anything additional, please contact us at
support@indigoproject.org