

# Admin Archive Groups

## TRAINING GUIDE

The screenshot displays the Admin Archive Groups interface. At the top, there are three navigation tabs: 'SITUATIONAL JUDGMENT', 'WEST MIDLANDS FIRE SERVICE' (with the tagline 'Making the West Midlands Safer, Stronger and Healthier'), and 'OPERATIONAL PREPAREDNESS'. Below these are four main menu items: 'Group Status', 'My Users', 'User Reports', and 'Group Admin' (highlighted in red). The 'Groups' section features a 'Show groups' dropdown menu set to 'Activated groups'. A table lists the following groups:

Group Name	Award	Users	Activated?
<a href="#">Train The Trainer Session - 08.03.16</a>	Operational	19	☑
<a href="#">Command Development Centre - 22.04.16</a>	Operational	6	☑
<a href="#">Situational Judgment of Operational Preparedness</a>	Tactical	47	☑
<a href="#">Testing Tactical</a>	Tactical	4	☑
<a href="#">Testing Tactical 2.07-12-16</a>	Tactical	2	☑
<a href="#">Testing Tactical 2.14.12-16</a>	Tactical	0	☑

The 'Group Admin' section includes the heading 'Group Admin', the description 'Group Admin - Create Groups and Assign your Users to each Group.', and instructions: 'Click on the Group Name to View details, Choose New Group to Create a New Group'. A red 'New Group' button is located below the text.

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## PREAMBLE

SJOP Assessments are organised into **Groups of Users** that are assigned a specific set of **Operational** or **Tactical Questionnaires**. A **User** can relate to many **Groups** and undertake many **SJOP Assessments**.

All Groups are stored on the SJOP System and not deleted for any reason so to maintain data integrity.

It is possible archive a Group so it is not visible to Pick Lists. An archived Group maybe made active (and visible in Pick List) at any time by following the steps that are outlined in the guidance below.

## INTRODUCTION

The purpose of this document is to provide guidance to Admin Users of how to **Archive a Group**.

As the system is under continuous development we advise you to check your document revision if you download and/or print a copy for reference purposes.

## USING THE ARCHIVE GROUP FUNCTION

1. **Log In to SJOP as Organisation Admin**
2. Click on **Group Admin** at A as shown in Fig 1.

Fig 1. Group Admin Landing Page

3. Find the Group you wish to Archive - the filter shown at B will default to Show Active Groups – page (refer to C) between Groups to find the Group you wish to Archive

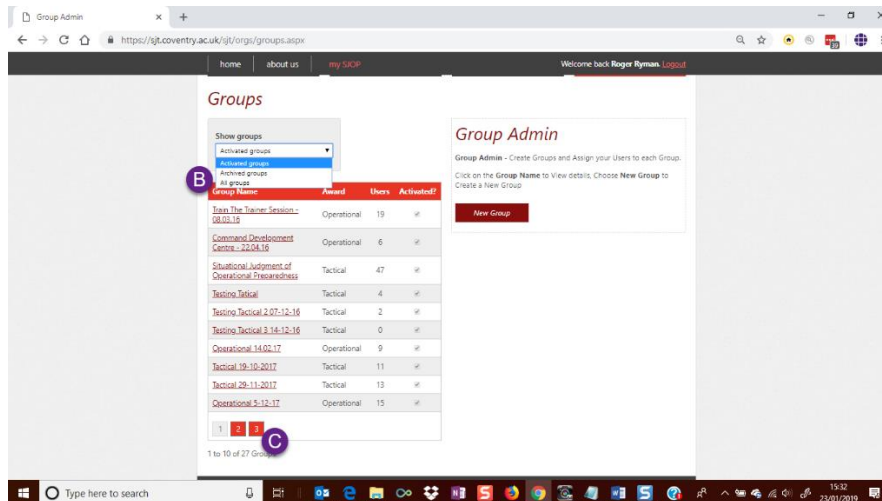


Fig 2. Locating the Group you wish to Archive

4. Click on the Required Group (say D) you wish to Archive from the Listing this will spawn the Selected Group Profile Form (refer to E) as shown in Fig 3. To Archive the Group - Click on No for Active group? (Refer to F) and Click Update button (refer to G)

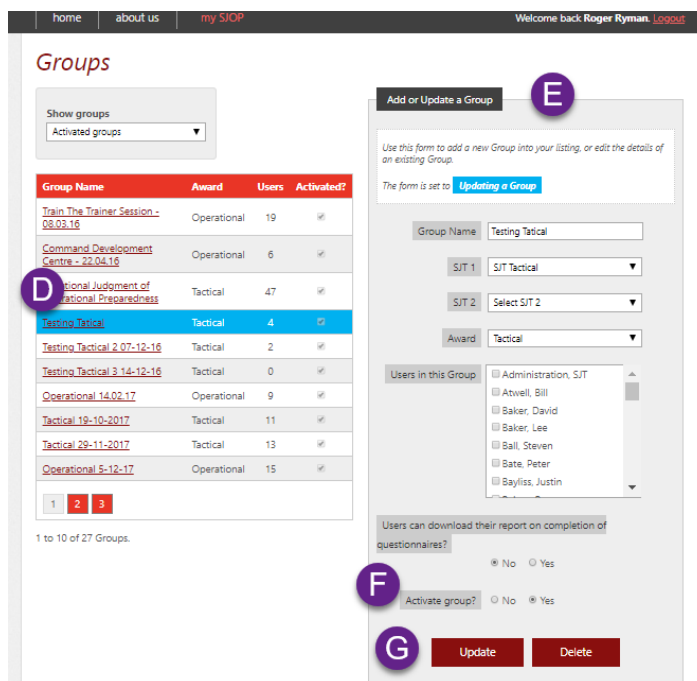


Fig 3. Archiving the Group

- D. Selected Group
- E. Group Profile Form
- F. Activate Group Controls
- G. Update Button

5. **To Reactivate Group** – Refer to 3. And use the **Archived Groups** from the **Show Groups filter** and follow the steps but at 4. Click on **Yes on Activate Groups**.

ends.



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