

### Lock and Archive a Job

#### Overview

This User Guide describes the steps involved to (1) lock and (2) to archive a Job.

#### Lock a Job

Locking a Job allows the Manager to stop Evaluators from making any changes to their evaluation details (eg scores and comments) after the evaluation is complete (and reports have been run).

##### 1. Lock

Navigate to the Job you wish you lock (via the Job Management page) and click on the 'Lock' button.

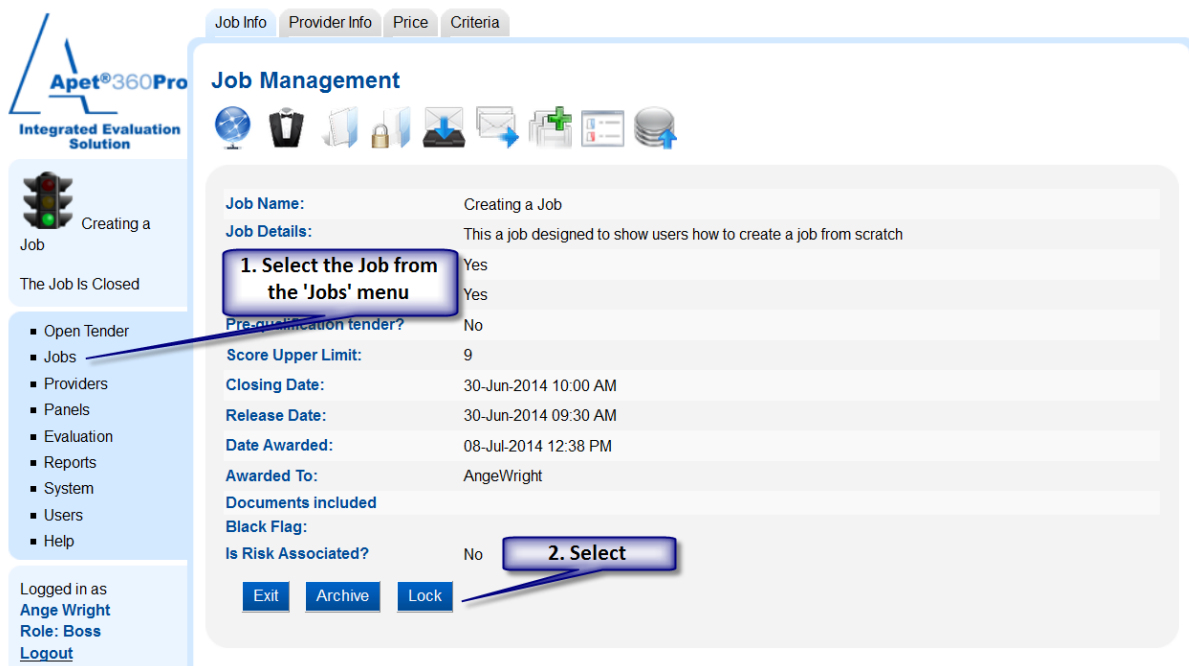


Figure 1 Locking a Job

##### 2. Notification

Once the Lock button is selected, you are notified that the Job has been locked successfully and a Padlock icon will appear on the main Job Management page and also within the Job itself.

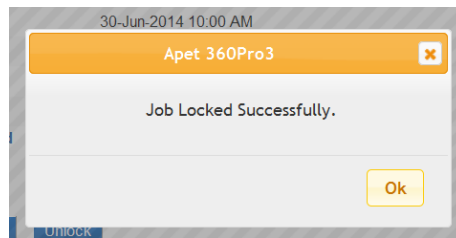


Figure 2 Notification the Job has been successfully locked

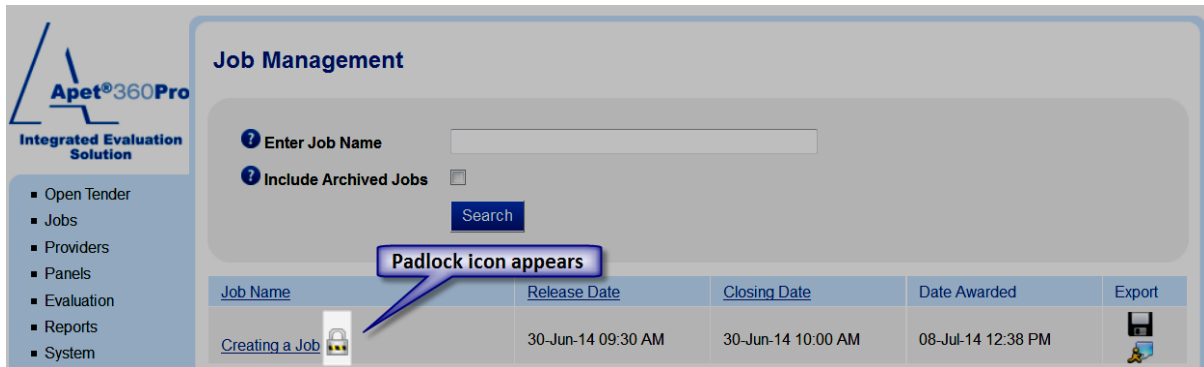


Figure 3 Padlock icon

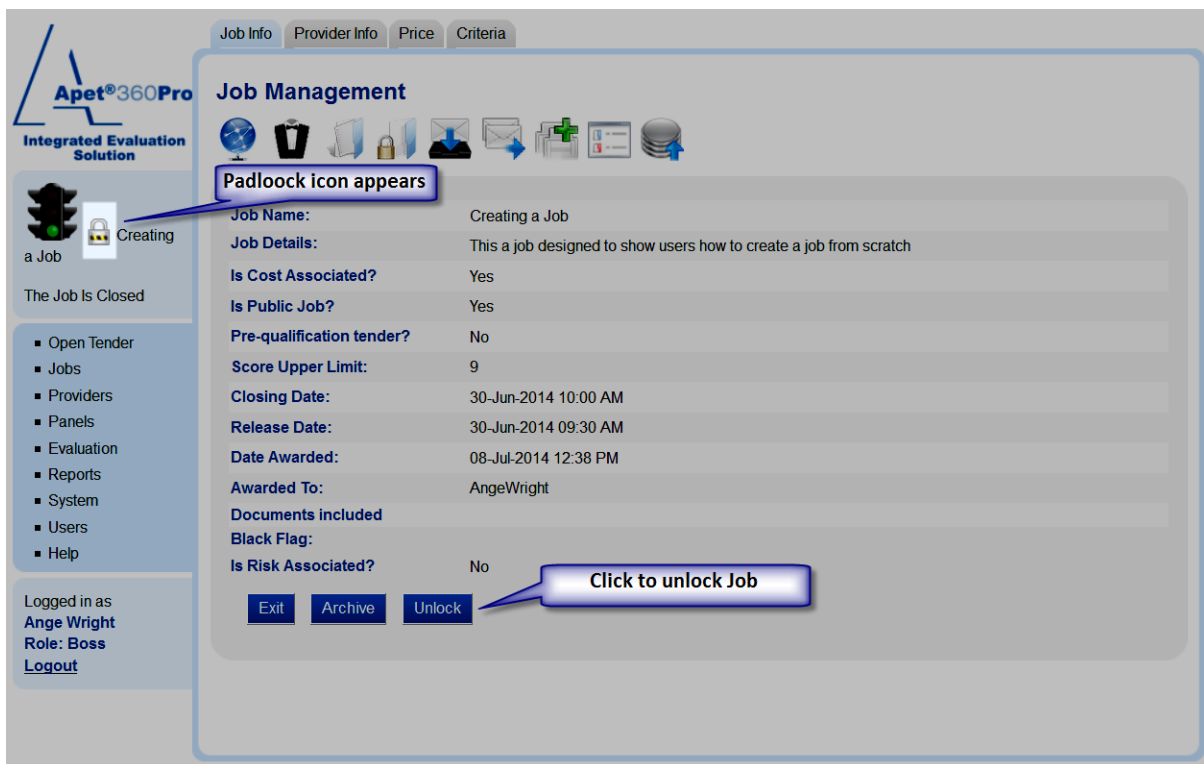


Figure 4 Padlock icon and 'Unlock' button

### 3. Unlock

To Unlock a Job you must have Manager access. Click on the 'Unlock' button from the Job Management page and you will be prompted to provide a reason for unlocking the Job. This reason will appear when an Audit Report is run (see User Guide 25 Administrative Reports).

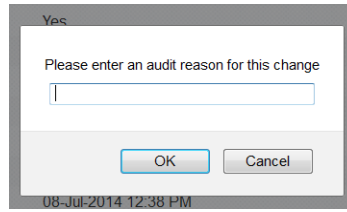


Figure 5 Audit Reason when Unlocking a Job

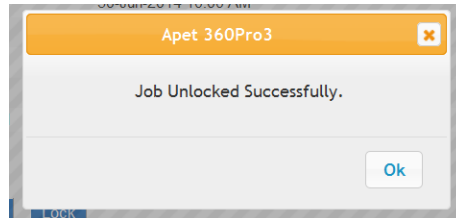


Figure 6 Notification the Job has been successfully unlocked

## Archive a Job

Archiving a Job allows you to 'tidy-up' your Job Management page and 'put-away' finished Jobs. Jobs need to be closed before they can be archived. **Please Note:** Archived Jobs are not visible to Providers (i.e. a Provider can't view or export a copy of their response after it has been archived).

### 1. Archive

Navigate to the Job you wish you archive and either click on the 'Archive' button or the archive icon (upwards arrow).

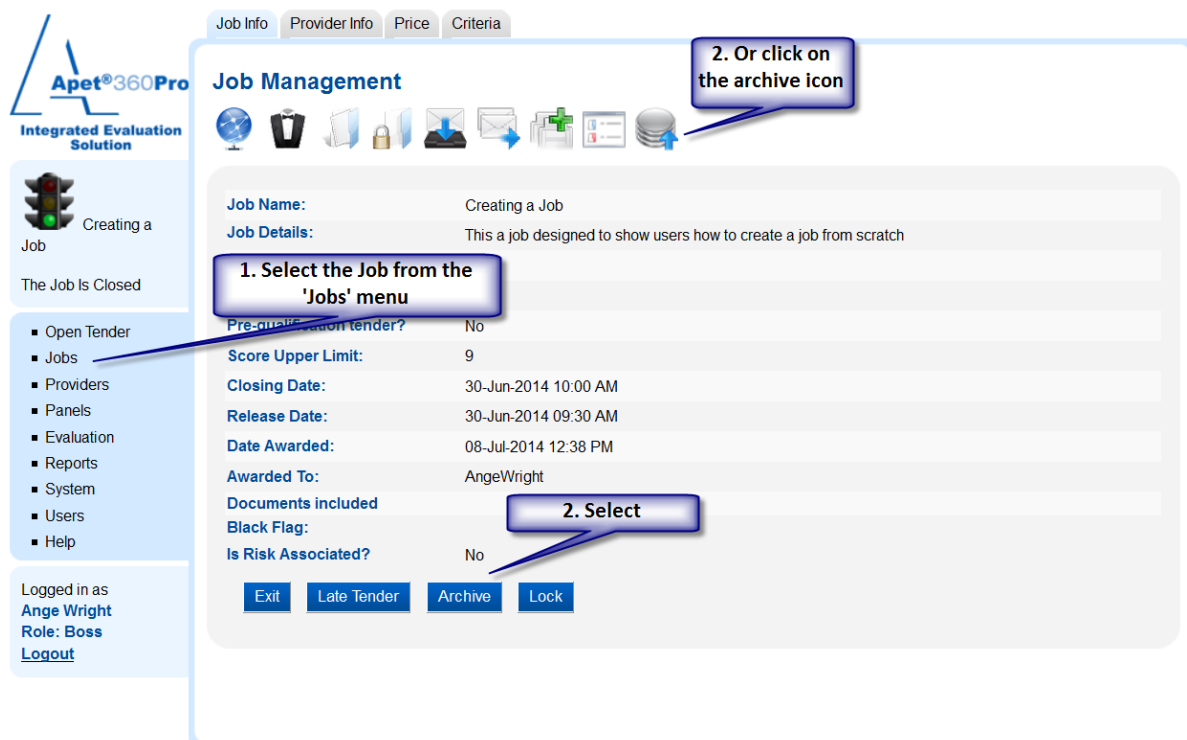


Figure 7 Archiving a Job

## 2. Archived Jobs search

To include archived Jobs in your Job search, Select the 'Include Archived Jobs' checkbox when searching on the main Job Management page.

## 3. Restore

To restore a Job that has been archived, Click on the Restore icon (downwards arrow) within the Job Management page.

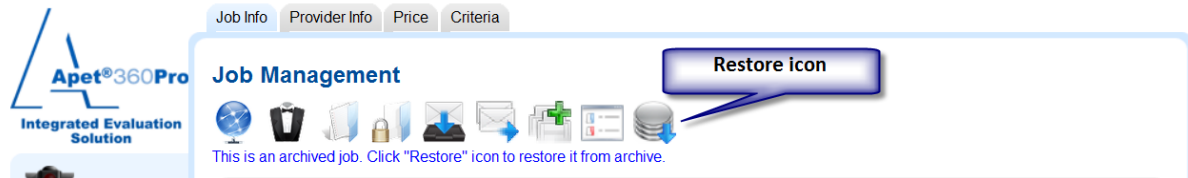


Figure 8 Restoring Archived Jobs

## 4. Archive awarded Jobs

To archive all awarded Jobs, click on the 'Archive Awarded Jobs' button on the main Job Management page.