

Changing the Status of an Automated Evaluation Delivery

Admin. Evaluations > Automated Evaluations

To change the status of an Automated Evaluation, select the link of the evaluation form.

Change the 'Status' drop down list to the preferred status.

- **Draft / Inactive** – Admin can use this option to wait to send out an evaluation at a later date/time. This is most often used when setting up evaluation deliveries for the new academic year, and setting the delivery for a later date. Draft status will also stimulate the program to show the Admin if rules are set correctly, but will not deliver the evaluation until set to 'Active'.
- **Active** – Shows the final product that is delivered to Trainees.
- **Archive (permanent)** – Acts as a delete function. The evaluation will no longer open or be active, and will not appear on the delivery rules list. This function is usually selected when the Admin wants to permanently close the evaluation.