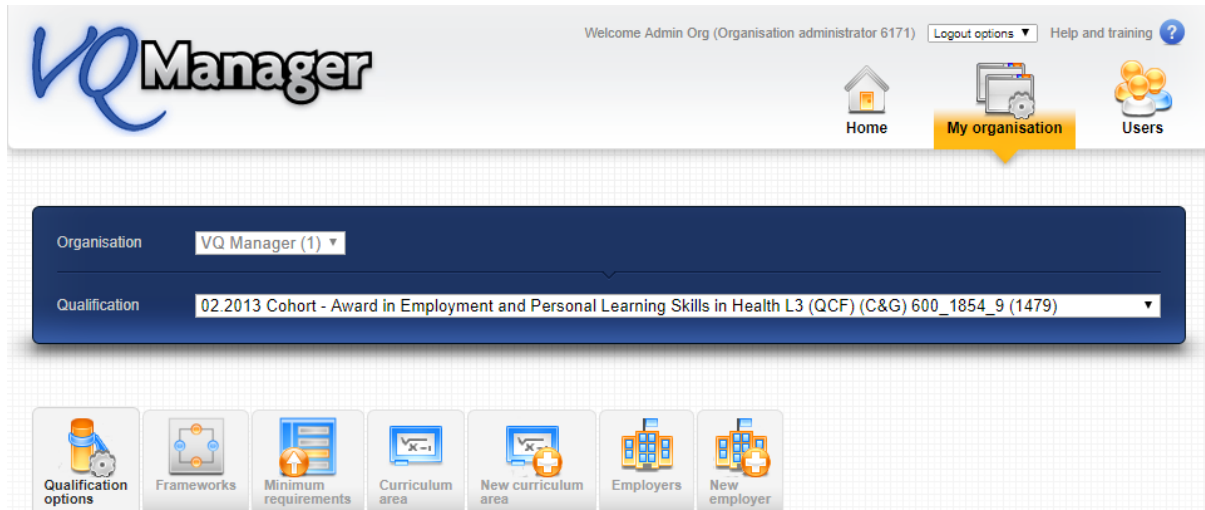
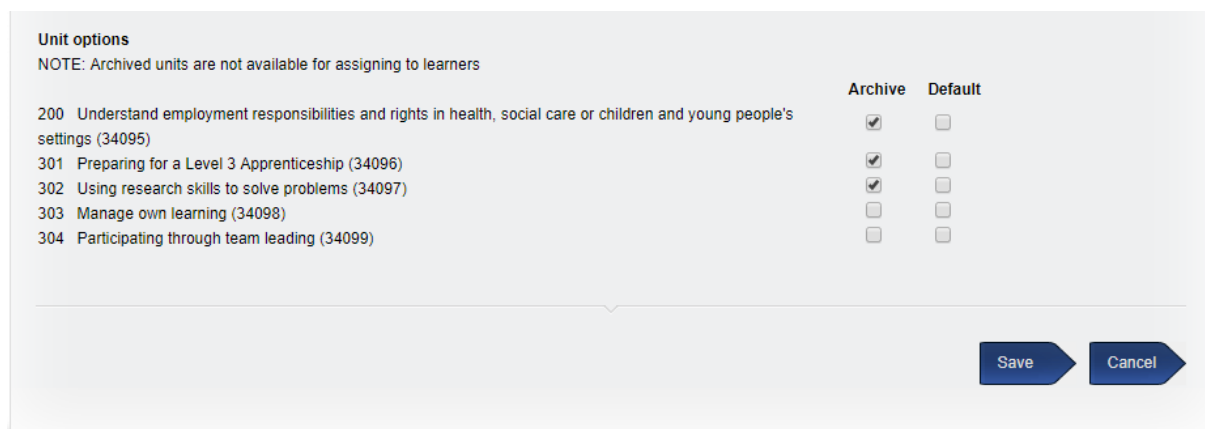


Archiving units I don't require.

As Organisational Administrator you can archive units for qualifications loaded to your centres. This effectively hides them from view.



Go to the “My Organisation” tab and then “Qualification options”. After you have selected the qualification you are working with, scroll to the bottom of the page and select the units you would like hidden from view.



This decision can be reversed at any time if you find you subsequently require one of the archived units. Just come here again, remove the tick and save to reinstate the unit.