Reusing evidence

Until an IQA/IV signs off piece of evidence, it can be returned, reassessed, remapped etc at any point. Once the IQA signs off the piece of evidence it is locked. This is an example of when the reuse evidence function is useful.

If a user wants to use that same piece of evidence for a different unit/different criteria, they can click on the 'reuse evidence' icon in the **Evidence List.** This makes a copy of the evidence so it can be remapped against new criteria, unit(s) or even qualification(s). This will include the evidence summary, evidence description, and any file attachments. All of this information can be changed in the new evidence item. **As the new evidence item is a copy of the original piece, the original piece of evidence is unchanged.**