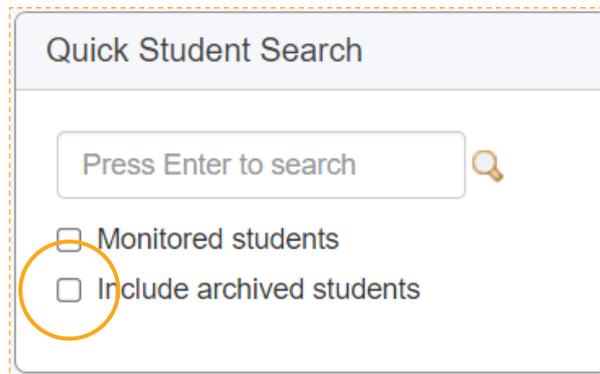


## Archived Students

### How to search for an archived student's profile?

Once a student is marked as 'archived' in your MIS, they will automatically become archived in CPOMS on the next import (usually the following day).

You can still access and add to the student's profile as normal. You just need to enter part of the student's first or last name in the **'Quick Student Search'** box (available on the main dashboard of CPOMS) and then tick the **'Include archived students'** check box before searching.



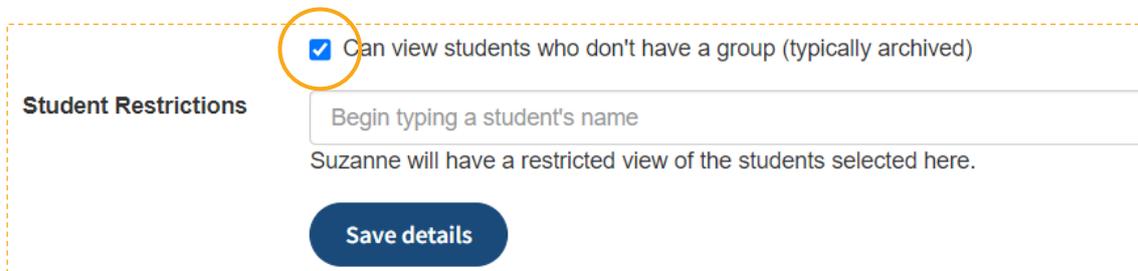
### Error Message 'You do not have permission to access this part of the system'

You do not have permission to access this part of the system.

If you feel you have received this message in error, please contact your manager.

If you receive the above error message and are unable to access archived students, you will also need to make sure you have access to 'un-grouped students' in CPOMS.

An **Admin Key Holder** can check and update this setting, within the CPOMS **'Admin'** area > **'Users'** tab, by clicking on your name and the **'Permissions'** tab. Within Permissions, simply select the tick box here for: **'Can view students who don't have a group (typically archived)'** and **'Save details'**.



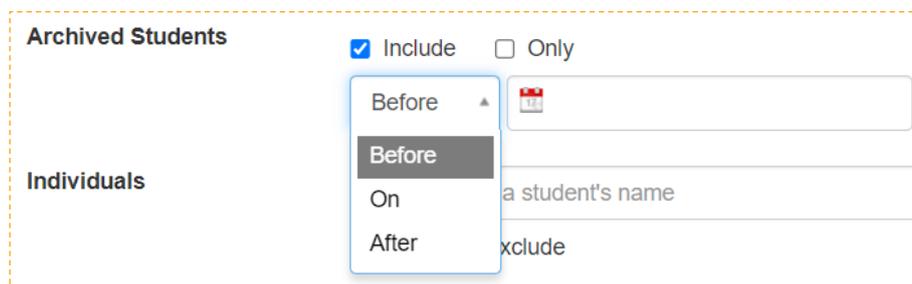
## How to report on an archived student's profile?

You can choose to report on archived students easily, within the **'Reporting'** section > **'Custom Report'** tab.

Open up the **'Filter Student'** options.

Scroll down to **'Archived Students'**. Here you may tick to either **'Include'** archived students in your report or report on **'Only'** archived students.

Once you tick your preferred option, you can then select a timeframe, to report on students archived **'Before'** a particular date, **'On'** a particular date or **'After'** a particular date.



Archived Students  Include  Only

Before

Before

On

After

Individuals

a student's name

xclude

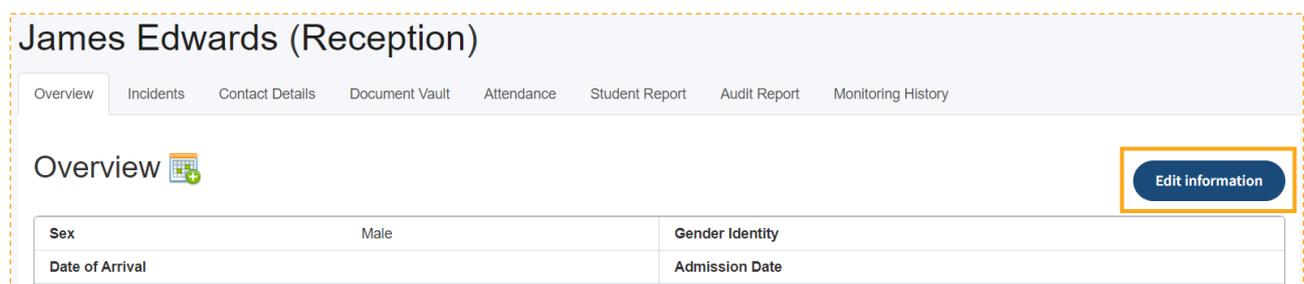
## How to archive/ un-archive a student's profile?



If a student was imported into CPOMS via your MIS, their profile will archive **automatically the day after** we reach their leaver date, as set in your MIS. Therefore, you do not need to archive their profile within CPOMS manually.

**Manually Added Students** can be **archived, or un-archived**, in CPOMS as follows:-

- ③ Simply locate the student's profile you would like to archive/ un-archive, via the 'Quick student search' available at the main dashboard (*ticking to 'Include archived students' if you wish to un-archive them*).
- ③ In the student's 'Overview' tab, click on the **'Edit information'** button (*to the right-hand side of the screen*).



James Edwards (Reception)

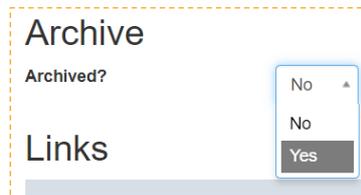
Overview Incidents Contact Details Document Vault Attendance Student Report Audit Report Monitoring History

Overview 

**Edit information**

Sex	Male	Gender Identity	
Date of Arrival		Admission Date	

- Scroll down the page to the 'Archive' section and amend the 'Archived?' drop down option from 'No' to 'Yes', or vice versa.

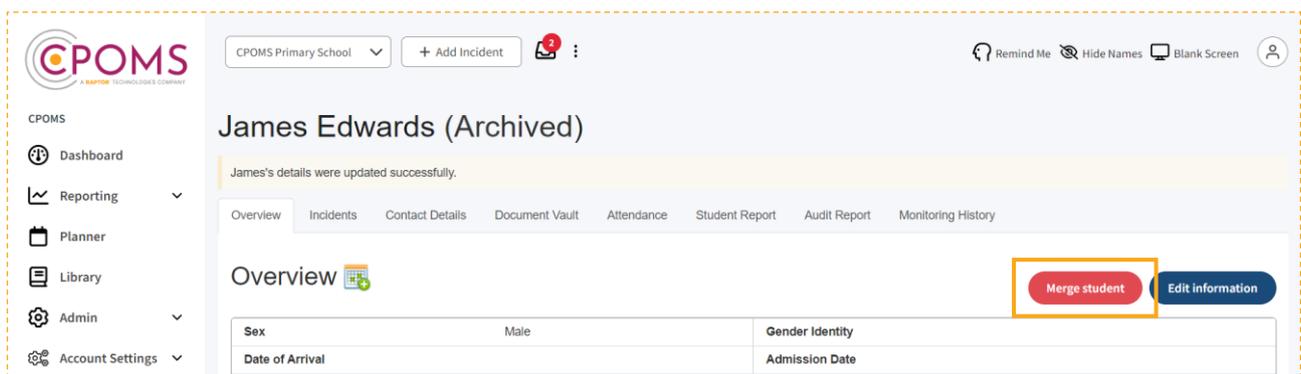


- Scroll down the page again and click 'Update Student'.

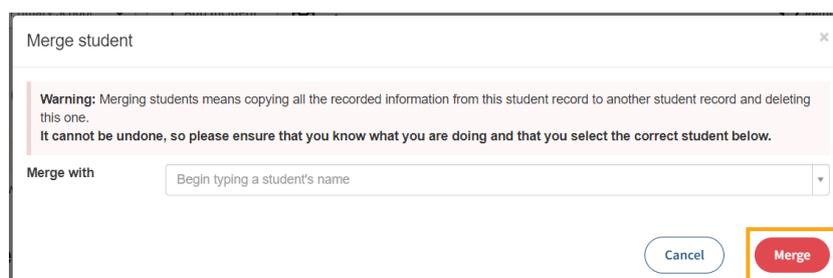
## Duplicated students - How to merge a student's profile

In order to merge a student's profile, you must firstly archive the duplicate manually added one (*Please see above instructions for archiving*).

- Once the duplicate profile is archived, an additional button to 'Merge student' will appear to the right-hand side of the student's 'Overview' tab (Now next to the 'Edit Information' button).



- Click on the 'Merge student' button.
- A pop up will then appear. Type in the name of the student you would like to merge with and select their name when it appears.
- When you are happy to, click 'Merge'.





**Please note**, the merging of profiles is **irreversible** so should only be selected if you are 100% sure.

---

For further assistance on any of the above please do not hesitate to contact us on  
**01756 797766** or [\*\*support@cpoms.co.uk\*\*](mailto:support@cpoms.co.uk).

