# Archive Projects

> Video has been removed from this PDF. Visit the BrightWork 365 knowledge base to view.
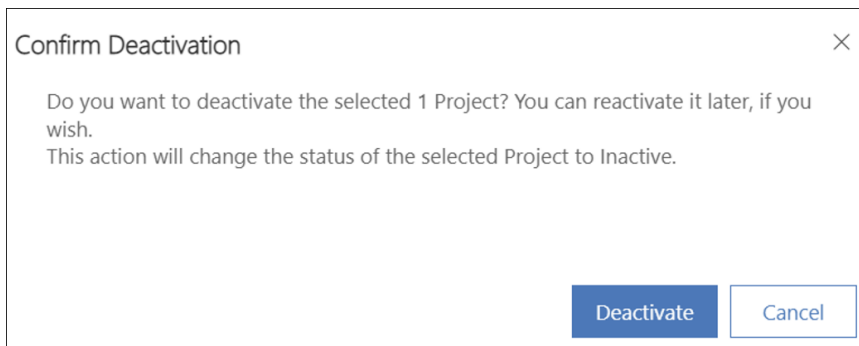
## Deactivate a Project

When it is no longer necessary for a project to be in **Active** status, for example because it is deferred or closed, it can be deactivated and put into **Read-only** mode. Deactivating is usually preferred over deletion of a project because deleted projects cannot be recovered. Only users with the **BrightWork PMO Manager** security role can delete projects.

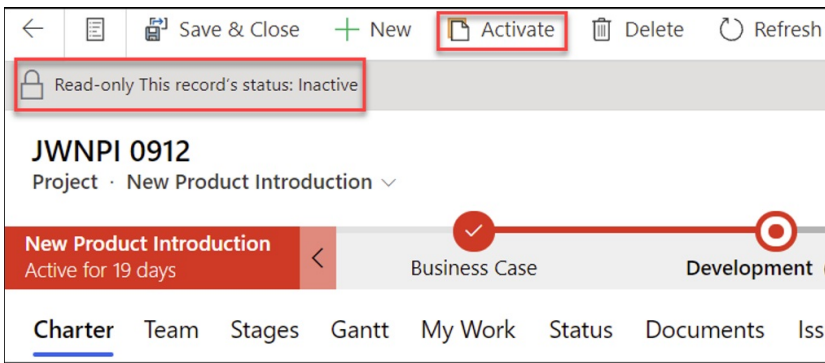> **Note** Inactive projects do not get filtered out of views.

1. While in a project record click **Deactivate**.
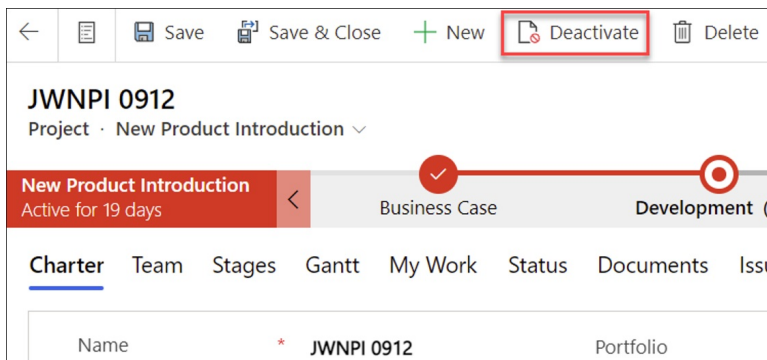


2. Click **Deactivate** to confirm the deactivation request.



3. You can re-activate a project by entering the project record and clicking Activate.
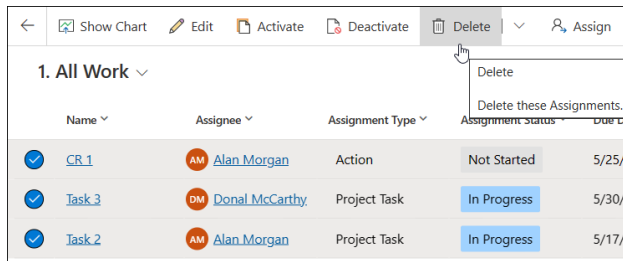
# Delete a Project

> **Caution** Deleted projects are permanently removed and cannot be recovered.

To delete a project permanently:

1. First delete all work assignments from the project. This can be done individually, or with a bulk delete:

### Bulk Delete Work Assignments

   1. Click **My Work** in the main nav.
   2. Change the view to **All Work**.
   3. Filter the **Project** column to the relevant project.
   4. Select all the assignment rows and click **Delete** at the top of the screen.



2. Then delete all Project Team Members from the project. This can be done individually, or with a bulk delete:

### Bulk Delete Project Team Members

   1. Click the **Team** tab within a project.
   2. Click **See all records** to display the Project Team Members view.
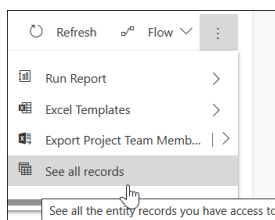
3. Add the Project column to the Project Team Members view.
4. Filter the Project column to the relevant project.
5. Select all **Team Member** rows and click **Delete** at the top of the screen.

3. Lastly, click into the project and click **Delete** at the top of the screen.
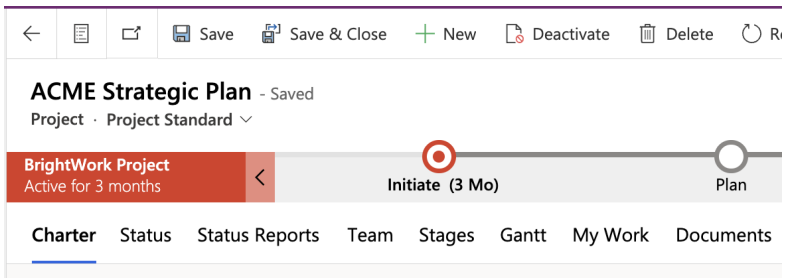


> **Note** After the project is deleted, you may see "Record not found" messages displayed on the screen; these messages can be safely ignored.