# **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.

$\leftarrow$		🛱 Save	e & Close	+ New	🖪 Activa	ite 🔟	Delete	🖒 Refr	esh
A Read-only This record's status: Inactive									
JWNPI 0912 Project · New Product Introduction ~									
New Product IntroductionActive for 19 days				<	Business Case	Dev	Development (		
Ch	arter	Team	Stages	Gantt	My Work	Status	Docum	ents	lssu

### **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.

C	) Refresh ∞ <sup>ra</sup> Flow ∨ :						
[1]	Run Report >						
衄	Excel Templates >						
×.	Export Project Team Memb   >						
≣	See all records						
See all the entity records you have access to							

- 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.

$\leftarrow$		വ്	🔚 Save	😭 Save 8	k Close	+ New	📘 Dea	activate [	Delete	🖔 R:	
	ACME Strategic Plan - Saved										
B	ightWor	k Project	ct			•			(	$\sim$	
A	Active for 3 months		5	< Initiate (3 Mo)					Р	Plan	
C	Charter	Statu	us Status	Reports	Team	Stages	Gantt	My Work	c Docur	ments	

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