

# How to Archive a User

1 Navigate to <https://firelifesafety.aus.com/>

The screenshot displays the user interface of the firelifesafety.aus.com website. At the top, there are two tabs: "TRAINING COURSES" (active) and "YOUR RESOURCES". Under "TRAINING COURSES", there are six course cards, each with an icon, a title, a progress indicator (1/2 STEP), and a "WATCH NOW" button. The courses are: Fire Safety, Earthquake, Medical Emergency, Power Failure, Bomb Threat, and Tornado Commercial. At the bottom left, there are two icons: a green exit sign and a red fire alarm pull station. On the right side, there is a user profile section. It starts with a "WELCOME BACK, LORA!" message and a login timestamp. Below that is a "Property" dropdown menu showing "1234 Commercial Office Building, St...". A photo of a commercial office building is displayed. The "ALLIEDUNIVERSAL" logo is present with the tagline "There for you.". Below the logo, the text reads "COMMERCIAL OFFICE BUILDING", "1234 Commercial Office Building", and "City State, Zip Code". At the bottom of the profile section, there is a blue button with a wheelchair icon and the text "SPECIAL ASSISTANCE STATUS". Below the button, the user's name "LORA STEVENS" and title "Fire Safety Director" are listed.

**TRAINING COURSES** ?

**YOUR RESOURCES**

**WELCOME BACK, LORA!**  
Your last login was April 4, 2025

**Property**  
1234 Commercial Office Building, St... ▾

**Fire Safety** 1/2 STEP  
▶ WATCH NOW

**Earthquake** 1/2 STEP  
▶ WATCH NOW

**Medical Emergency** 1/2 STEP  
▶ WATCH NOW

**Power Failure** 1/2 STEP  
▶ WATCH NOW

**Bomb Threat** 1/2 STEP  
▶ WATCH NOW

**Tornado Commercial** 1/2 STEP  
▶ WATCH NOW

**ALLIEDUNIVERSAL**  
There for you.

**COMMERCIAL OFFICE BUILDING**  
1234 Commercial Office Building  
City State, Zip Code

♿ **SPECIAL ASSISTANCE STATUS**

**LORA STEVENS**  
Fire Safety Director

## 2 Select the "Management" section from the navigation bar on the top of the page

The screenshot shows the Allied Universal website interface. The navigation bar at the top includes 'Home/Training', 'Help', 'Contact Us', and 'Management' (which is circled in orange). Below the navigation bar, there are two main sections: 'TRAINING COURSES' and 'YOUR RESOURCES'. The 'TRAINING COURSES' section features six cards for different safety topics: Fire Safety, Earthquake, Medical Emergency, Power Failure, Bomb Threat, and Tornado Commercial. Each card indicates it is a 1/2 step course and includes a 'WATCH NOW' button. The 'YOUR RESOURCES' section is currently empty. On the right side, there is a 'WELCOME BACK, SARAH!' message and a 'Property' dropdown menu showing '1234 Commercial Office Building'. Below this, there is a photo of a commercial office building and the Allied Universal logo.

## 3 Select the property address from the "Property" drop-down menu

The screenshot shows the 'OCCUPANTS' section of the Allied Universal website. The navigation bar at the top includes 'Home/Training', 'Help', 'Contact Us', and 'Management'. Below the navigation bar, there is a 'Firm' dropdown menu set to 'All' and a 'Property' dropdown menu set to '1234 Commercial Office Building (Com...)'. The 'Property' dropdown menu is circled in orange. Below the dropdown menus, there is a 'Bulk Action' dropdown menu, a 'Management Tips' button, and a 'Report' button. A search bar is also present. The main content area displays a table of occupants with the following columns: User Info, Previous Year Certification, Current Year Certification, Login Info, Roles, and Action.

User Info	Previous Year Certification	Current Year Certification	Login Info	Roles	Action
<input type="checkbox"/> • Tenant: Commercial Office Bldg Test Site • Floor: 2 • Status: Active	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac.	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Fire Safety Director LA Suite or Floor Warden Virtual Building Evac.	First login: 11/04/2022 Last login: 04/07/2025	Occupant Tenant Manager	⋮
<input type="checkbox"/>	Fire Safety	Fire Safety	First login:	Property Manager	⋮

#### 4 Select the tenant name from the "Tenant" drop-down menu

The screenshot shows the SAL SYSTEM interface. The top navigation bar includes 'Home/Training', 'Help', 'Contact Us', and 'Management'. The user is logged in as Sarah Mallette. The main section is titled 'OCCUPANTS'. Below this, there are three dropdown menus: 'Firm' (set to 'All'), 'Property' (set to '1234 Commercial Office Building (Commercial ...)'), and 'Tenant' (set to 'Commercial Office Bldg Test Site'). The 'Tenant' dropdown is highlighted with an orange circle. Below the dropdowns are buttons for 'Bulk Action', 'Management Tips', and 'Report'. A search bar is also present. At the bottom, there is a legend for certification status: Green - certified, Orange - not certified, Red - training past due, n/a - no account. A pagination control shows '1' of 1 items.

#### 5 Find the registered user that you would like to archive by using the search option or scrolling through the occupant list

The screenshot shows the SAL SYSTEM interface. The top navigation bar is the same as in the previous screenshot. The 'OCCUPANTS' section is expanded. The 'Firm' dropdown is 'All', 'Property' is '1234 Commercial Office Building (Com...)', and 'Tenant' is 'Commercial Office Bldg Test Site'. The search bar is highlighted with an orange circle. Below the search bar is a table with the following columns: 'User Info', 'Previous Year Certification', 'Current Year Certification', 'Login Info', 'Roles', and 'Action'. The table contains two rows of user data.

User Info	Previous Year Certification	Current Year Certification	Login Info	Roles	Action
<input type="checkbox"/> Site: <ul style="list-style-type: none"><li>Floor: 2</li><li>Status: Active</li></ul>	Fire Safety Earthquake Medical Emergency	Fire Safety Earthquake Medical Emergency	First login: 11/04/2022 Last login: 04/07/2025	Occupant Tenant Manager	⋮
<input type="checkbox"/>	Fire Safety Earthquake Medical Emergency	Fire Safety Earthquake Medical Emergency	First login: 11/04/2022 Last login:	Property Manager Occupant	⋮

6

Select the three dot menu in the "Action" column next to the Occupant you would like to archive

The screenshot shows a user management interface with the following elements:

- Firm:** All
- Property:** 1234 Commercial Office Building (Com...)
- Tenant:** Commercial Office Bldg Test Site
- Search:** sarahoccupant@gmail.com
- Table:**

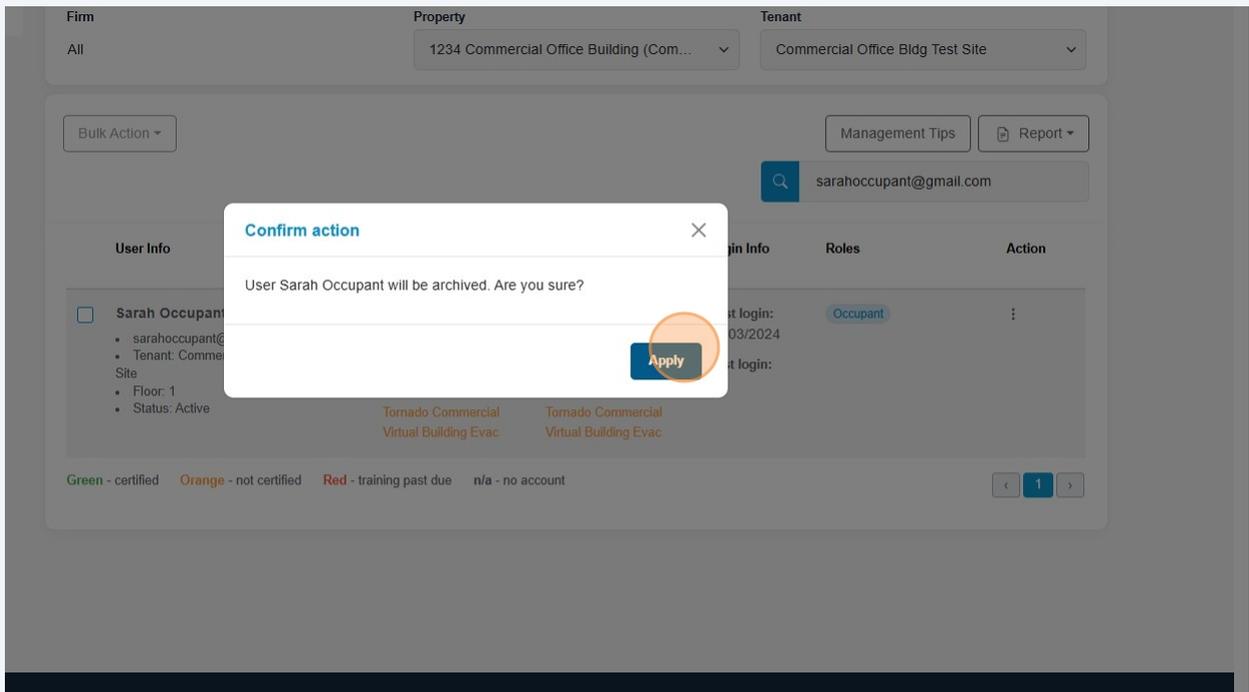
User Info	Previous Year Certification	Current Year Certification	Login Info	Roles	Action
<input type="checkbox"/> Sarah Occupant <ul style="list-style-type: none"><li>sarahoccupant@gmail.com</li><li>Tenant: Commercial Office Bldg Test Site</li><li>Floor: 1</li><li>Status: Active</li></ul>	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Virtual Building Evac	Fire Safety Earthquake Medical Emergency Power Failure Bomb Threat Tornado Commercial Virtual Building Evac	First login: 07/03/2024 Last login: n/a	Occupant	⋮
- Legend:** Green - certified, Orange - not certified, Red - training past due, n/a - no account

7

Click "Archive"

This screenshot is identical to the one above, but the three-dot menu in the 'Action' column for 'Sarah Occupant' is open, and the 'Archive' option is highlighted with an orange circle.

8 Confirm the action by selecting "Apply" and the occupant will be archived



9 Exit the confirmation window and the user will no longer appear in your occupant list

