Mass Archive Inactive People

1 The end of the year is a really good time for centers to do mass archiving of inactive people, but really centers can do this any time. **For example**, if a center wanted to archive folks that have not had any activity at the center at all in 2019, the MySeniorCenter support team can help if the center follows these easy steps. *Please note, the steps below are for this example. You will need to adjust your date range in step one accordingly.*

   1. Run a person stat with the date range that makes sense. For example, (1/1/019 to 12/31/2019) with no filters. This will give us a list of everyone that did have activity.

   2. Click View all People at the bottom

   3. Click Create Group and name it something like "Active in 2019" and save it.

   4. Run another People statistic with the filter "*Include People with no Activity in the Date Range*" and the group filter "*Not In Group Active in 2019*". This gives us our group of people that have not been active at the center at all this year.

   5. Click Create Group and name it "Archived in 2019" or something like that.

   6. Send an email to **support@myseniorcenter.com** asking them to archive everyone in that group. Please be sure to include the name of the group and the name of your center.

   7. That's it. You're done.