



Archiving learning groups on the bookstore

We have introduced the ability to archive groups that are no longer active. This will make it easier to access groups that are in daily use, avoiding the need to scroll down a long list of all groups created.

Viewing archived and active groups

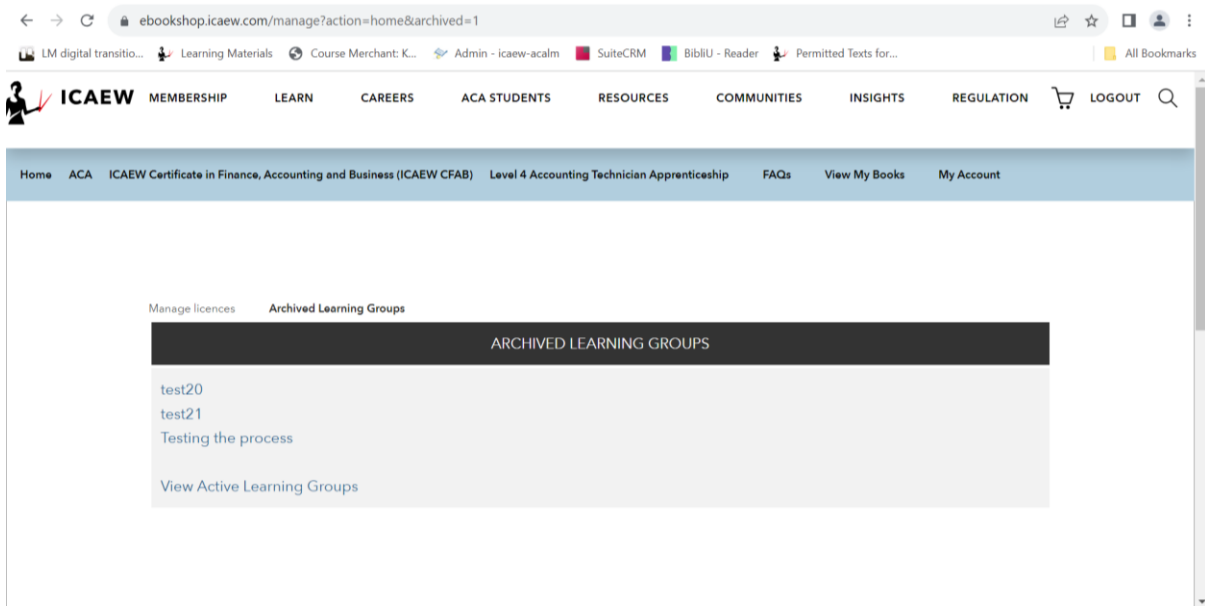
On the 'Manage Licences' homepage there is a new 'View Archived Learning Groups' link. This will allow you to view all the learning groups you have archived:

The screenshot shows a web browser window with the URL `ebookshop.icaew.com/manage?action=home`. The page content includes a list of learning groups: test22, redeemUX, testredeem, testredeem2, Testing the process, and Testing the process. A button labeled 'Create a new learning group' is highlighted with a red box. Below the list is a link for 'View Archived Learning Groups'.

Your Licences

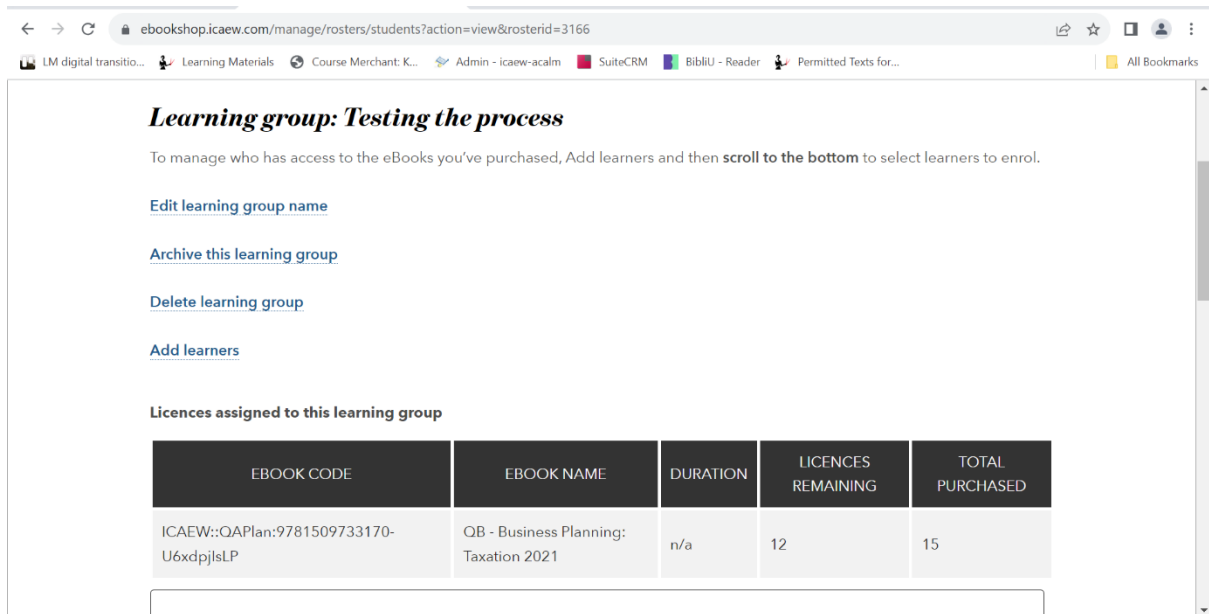
EBOOK CODE	EBOOK NAME	DURATION	LICENCES REMAINING	TOTAL PURCHASED
ICAEW::QAPlan:9781509734870-UmsGZusI5I	QB - Accounting 2021	n/a	15	24
ICAEW::QAPlan:9781509734726-4458PVDuzg	WB - Accounting 2021	n/a	20	24

Once in this view you can click on 'View Active Learning Groups' to go back to the list of active groups:



Archiving a learning group

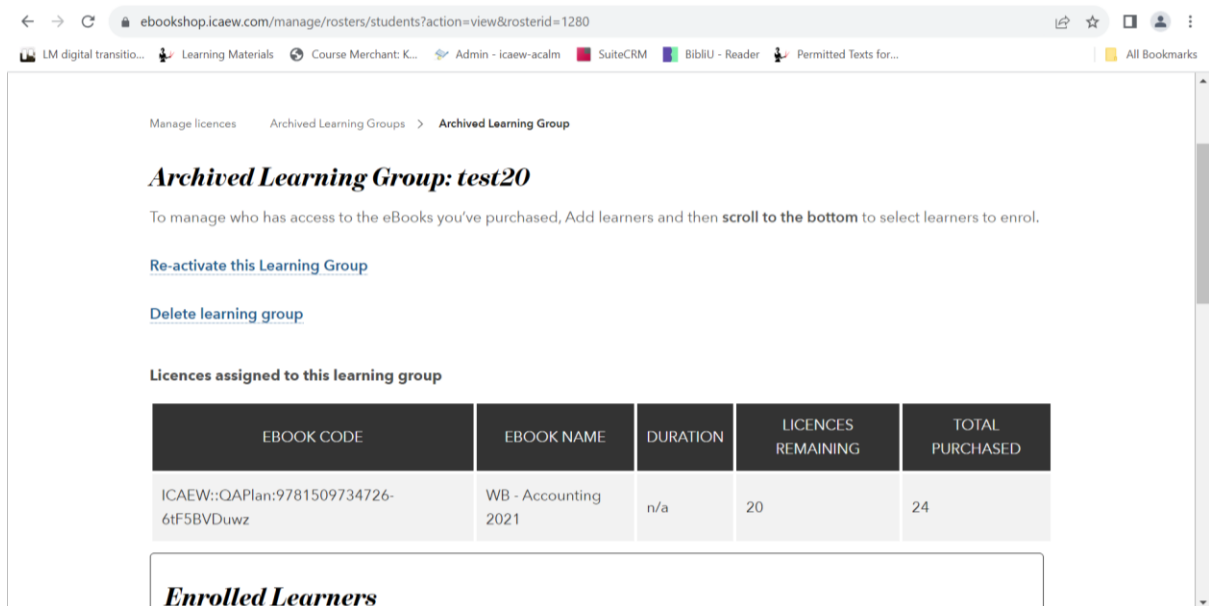
To archive a group, navigate to the group and click 'Archive this learning group':



The screenshot shows a web browser window with the URL `ebookshop.icaew.com/manage/rosters/students?action=view&rosterid=3166`. The page title is **Learning group: Testing the process**. Below the title, there is a paragraph: "To manage who has access to the eBooks you've purchased, Add learners and then **scroll to the bottom** to select learners to enrol." There are four links: [Edit learning group name](#), [Archive this learning group](#), [Delete learning group](#), and [Add learners](#). Below these links is a section titled "Licences assigned to this learning group" containing a table with the following data:

EBOOK CODE	EBOOK NAME	DURATION	LICENCES REMAINING	TOTAL PURCHASED
ICAEW::QAPlan:9781509733170-U6xdpjlSLP	OB - Business Planning: Taxation 2021	n/a	12	15

Once a group is archived you can only re-activate or delete the group. (Please note that once a group is deleted, it **cannot** be recovered):



The screenshot shows a web browser window with the URL `ebookshop.icaew.com/manage/rosters/students?action=view&rosterid=1280`. The page title is **Archived Learning Group: test20**. Below the title, there is a paragraph: "To manage who has access to the eBooks you've purchased, Add learners and then **scroll to the bottom** to select learners to enrol." There are two links: [Re-activate this Learning Group](#) and [Delete learning group](#). Below these links is a section titled "Licences assigned to this learning group" containing a table with the following data:

EBOOK CODE	EBOOK NAME	DURATION	LICENCES REMAINING	TOTAL PURCHASED
ICAEW::QAPlan:9781509734726-6tF5BVDuwz	WB - Accounting 2021	n/a	20	24

Below the table is a section titled **Enrolled Learners**.

If you choose to re-activate a group, it will join the list of active learning groups again, and more controls will be possible:

The screenshot shows a web browser window with the URL `ebookshop.icaew.com/manage/rosters/students?action=view&rosterid=1280`. The page has two tabs: "Manage licences" and "Student List", with "Student List" being the active tab. The main heading is **Learning group: test20**. Below the heading, there is a paragraph: "To manage who has access to the eBooks you've purchased, Add learners and then **scroll to the bottom** to select learners to enrol." There are four blue links: "Edit learning group name", "Archive this learning group", "Delete learning group", and "Add learners". Below these links is the section "Licences assigned to this learning group", which contains a table with five columns: "EBOOK CODE", "EBOOK NAME", "DURATION", "LICENCES REMAINING", and "TOTAL PURCHASED". The table is currently empty.