

How to use the Contact Inactivity Tool

The Contact Inactivity tool enables you to bulk archive, anonymise or delete contact records that have been inactive for a selected period. To do this:

- Hover over **My Account** and select **Administration**
- In the **Data Management** section, select **Contact Inactivity**
- In the **Search Type** field, select the type of contact to search for (e.g. Participant)
- In the **No Activity Since** field, select the date that a contact needs to have been inactive since to be included
- In the **Search Areas** field, select the areas that contacts need to have been inactive in (e.g. Session Attendance)
- Click **Search**

All relevant records will be found. You can then choose to take the following actions with these records:

- Archive All
- Anonymise All
- Anonymise & Archive All
- Delete