Managing Assessments

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> This article is part of the assessment builder guide guide. You will require administration access to view the pages mentioned in this article.

All assessments in the system can be viewed by navigating to:

- Administration > Assessments

A list of all current assessments is shown:

The following buttons are available:

Button	Description
New Assessment	Creates a new blank assessment
Import	Imports an assessment - requires a file which has been previously exported from another CareRight installation.

The assessment grid can be searched

Action	Description
Show	View the details of a published assessment
Enable	Enables a published assessment - this makes it available to create a new form
Disable	Disables a published assessment - this makes it unavailable to create a new form
	For a published assessment, takes you to a screen allowing limited editing.

Action	Description
Edit	For an unpublished assessment, takes you to the assessment builder screen.
Export	Exports the assessment as a file which can be imported into another CareRight installation
Copy	Creates a new version of the assessment, incrementing the version number. The new version is unpublished and may be edited before publishing
Merge Forms	Allows the management of PDF forms. See Assessment Printing
Publish	Publishes an assessment. This finalises the questions and layout of the assessment, preventing further editing without copying to a new version. Note: The assessment must still be enabled before it can be used.
Archive	Only for disabled assessments - moves the assessment to the "Archived" tab. This can be done for versions you don't need any-more.

To view archived assessments, click the "Archived" link. Archived assessments have some different actions available:

Action	Description
Restore	Archives the assessment, moving it to the "current" tab.
Destroy	Removes the assessment from the system entirely. This is only available for assessments which were never published.