

# Pathway

Offboarding process

The following steps should be taken when a module is being closed on the Pathway platform:

2 weeks before closure

* Campaign plan followed to inform users that the Pathway module will be closing down and instructing them on best practice to follow

On the day of closure

* Change the Pathway module to a draft state (this will stop it from being visible to Pathway users)
* Manually create data snapshots for the Pathway users
* Pathway users accounts will have appropriate rights removed or be deactivated depending on whether they have access to other EMIS products
* Comms sent to Pathway users confirming that the Pathway module has been closed

1 week following closure

* Comms sent to Pathway users with instructions on how to gain access to a data snapshot if required
* Feedback gathered from stakeholders and users regarding the project and Pathway product