

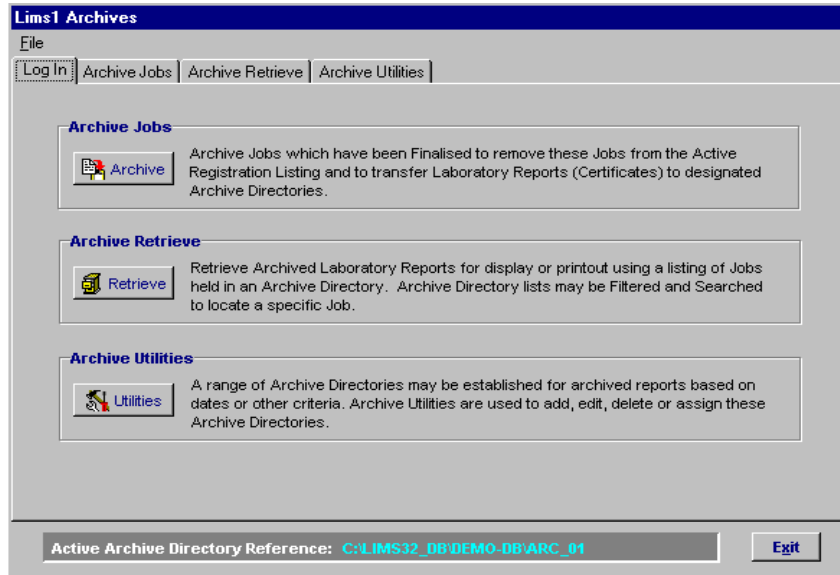
Report Archives

Overview

Active Job Registrations that have been Finalised and Released may be archived at any time. In effect, Archiving 'purges' active databases of data that is no longer required and saves (Archives) the report file for future reference. Archived Report information is also appended to an Archived Reports Table, which may be accessed and Searched to Retrieve these Reports.

Lims1 Archive Module

The Archive Module consists of a Tabbed Notebook with four notebook pages.



Operations

Archive

A listing of Finalised Registrations is provided and date filters set to perform archive operations.

The filtered list may then be performed after reviewing the list.

Selected Registrations are purged from the active database and Certificates of Analysis related to the work are transferred to nominated Certificate Archive Directories. A database table of Job Registrations and Archived Certificate locations is update.

Archive Retrieve

A listing of Archived Job Registrations is provided with a range of Filter/Search functions.

Selecting a Job Registration will retrieve the Certificate pdf document for preview, printing or export.

Archive Utilities

Used to establish Archive directories and document paths.