

 siterra | Knowledge Base Article

Tools – Archive Manager

Question:

How can I use the Archive Manager to store data I no longer need?

Answer:

The Archive Manager can be used to store objects that are no longer being actively used in a portfolio. Once an object has been archived, it is no longer counted towards KPIs, no longer appears in most reports, and cannot be accessed by non-admin users. It is functionally nearly identical to deleting an object, except that any archived object can be un-archived at any time. And archived objects do not count towards a portfolios data totals, so there is little reason to ever delete something when it can be archived instead.

First, locate the object to be archived. For this example, a site will be archived. Locate the “Archive” ⁽¹⁾ button on your object.

Site and Import 4 (9297983037)

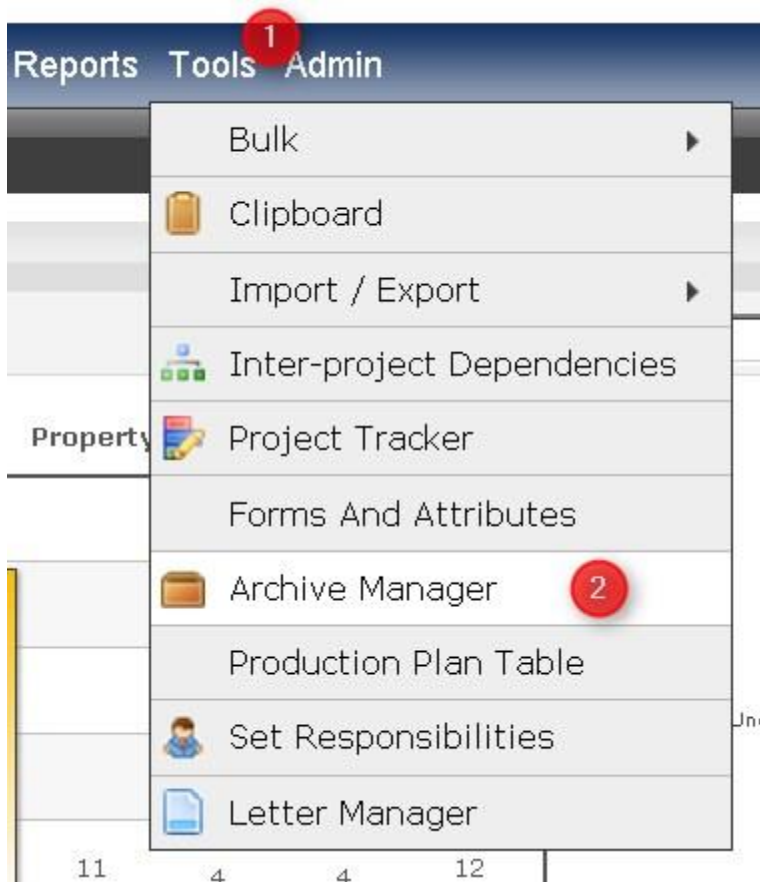
 Edit  Archive  Delete  More ▾

Property Information

Name:	Site and Import 4
Parent Property:	
Number:	9297983037
Type:	General
Property Type:	Leased

There will be two confirmation prompts that follow. Remember that while an object is unarchived at any time, while it is archived it will not be accessible by most users. Click Archive, then Confirm. The object has now been archived.

Now, mouse over “Tools” (1), then click “Archive Manager” (2).



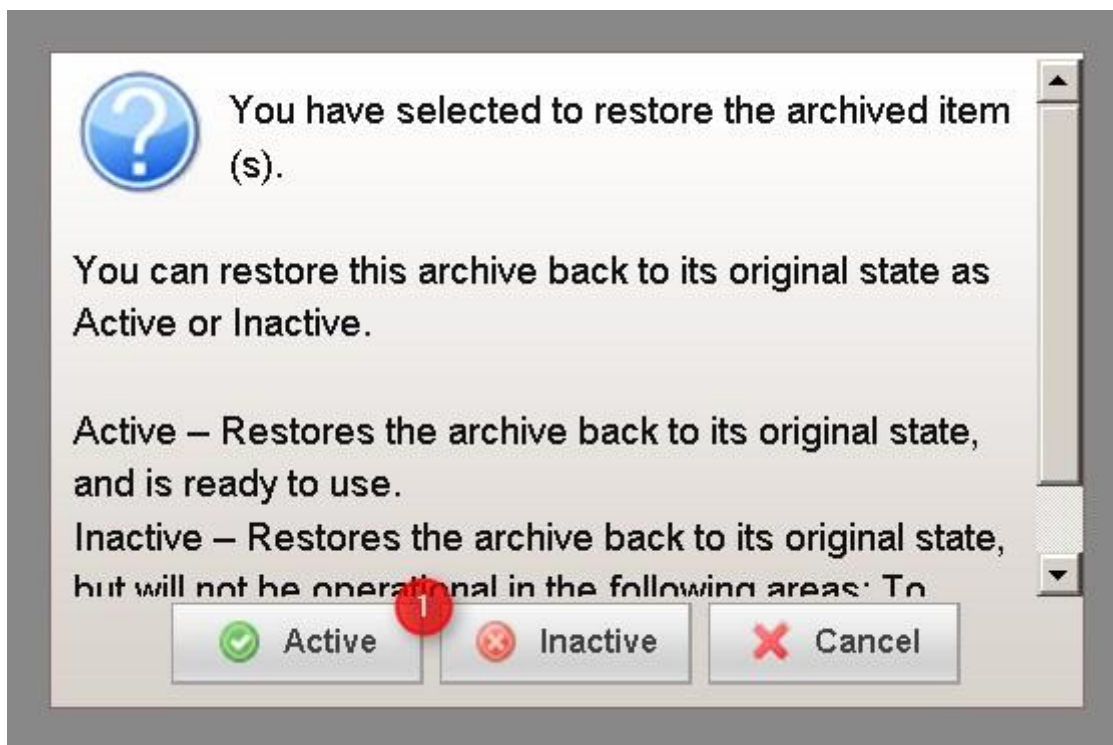
Next, use the Filter tools to locate the freshly archived Site. Set “Show Me” (1) to Archived. This will cause the grid to display only Archived objects. Next, select the “Type” (2) of object that was Archived. In this instance, a Property (Site). Finally, select the Org Unit where the object was located by using the “From” (3) dropdown. Once all of the search parameters are in place, click “Filter” (4).



Once the archived object has been located, click the “Menu” (1) button to the left of the object name. From this menu, select “Unarchive” (2).



There will be a pair of confirmation prompts again, explaining the effects of unarchiving the objects. Please read them carefully to be sure the effects of unarchiving the object are well understood. Now, click “Active” (1), as this will restore the object to its previous state before it was archived.



Confirm the unarchive action and the object will have been returned to its original location.