

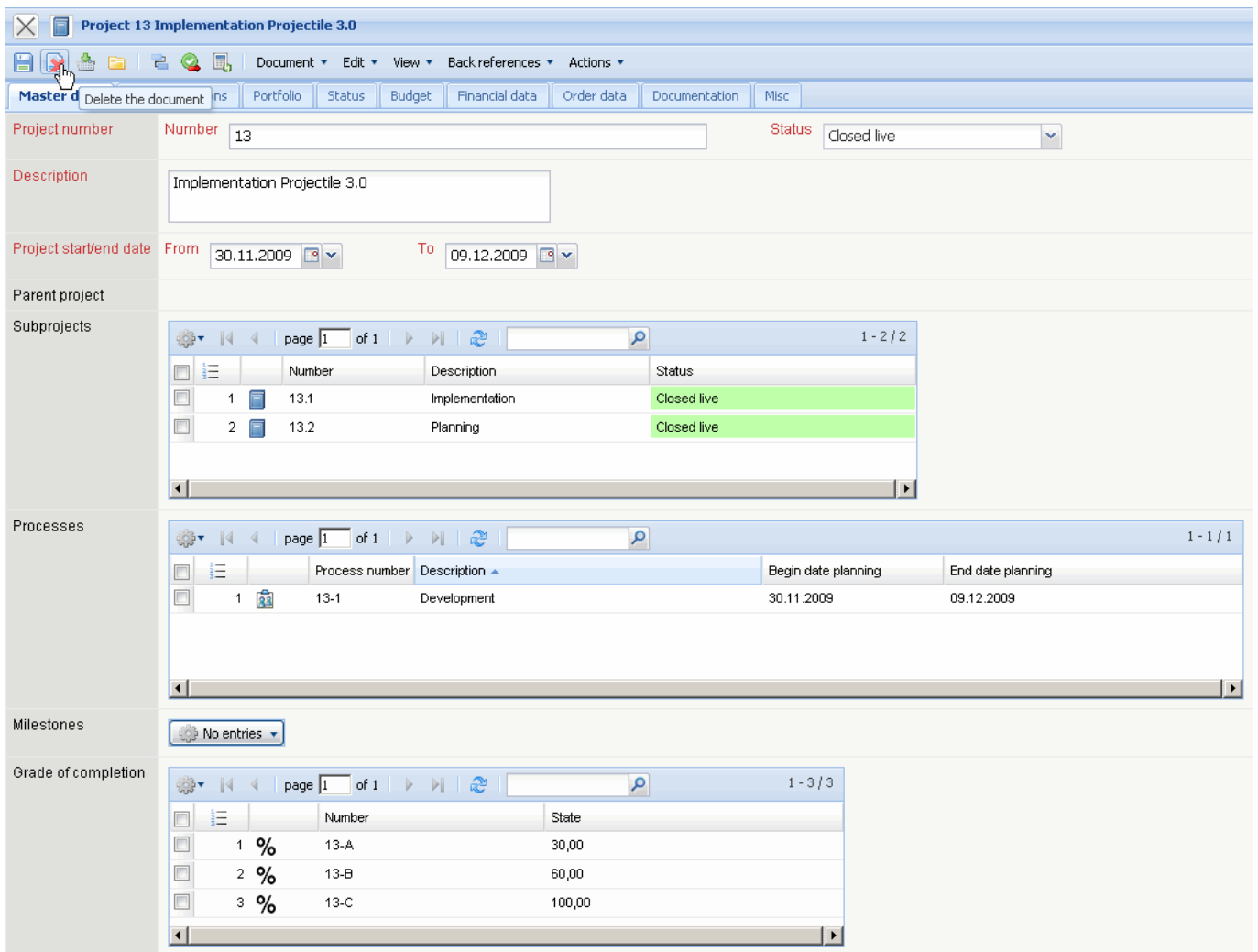
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3.07 Archives und History

Projectile includes optionally, a trash/recycle bin functionality (archive) and a document-based history.

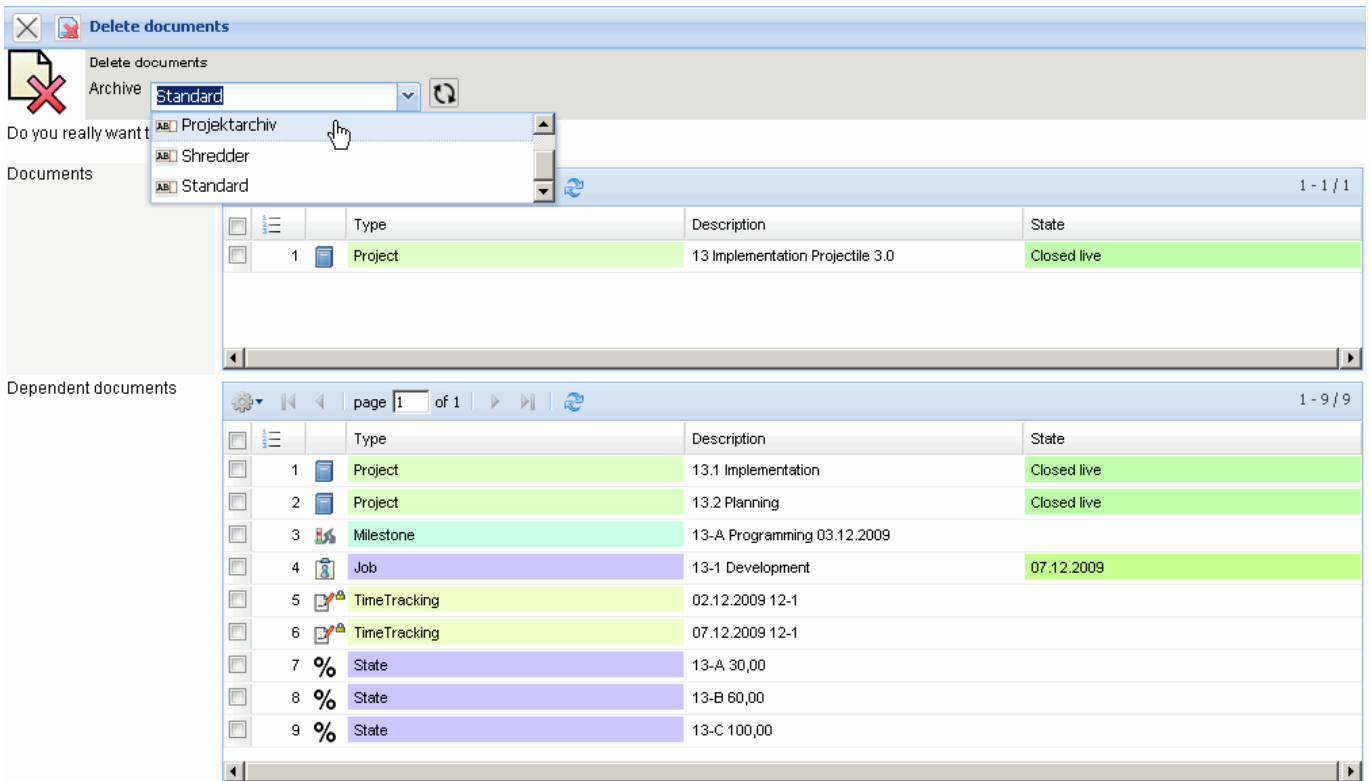
3.07.01 Archives / Recycle Bin Functionality

If the document is no longer needed in the active data pool, clicking on ...



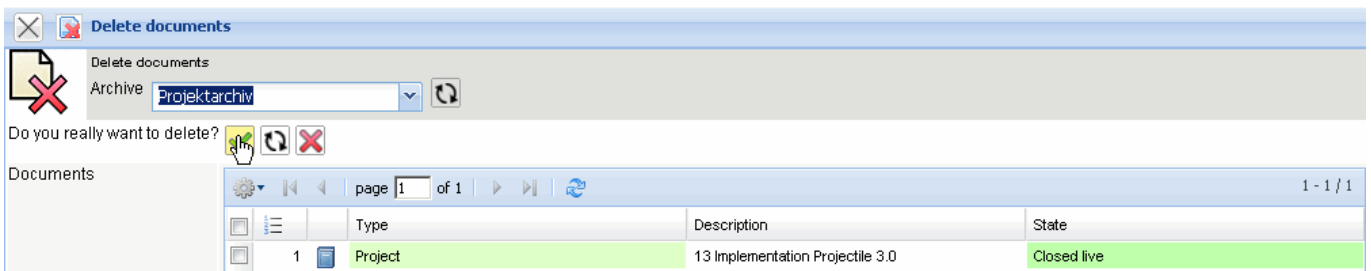
... will delete it.


Before the document is deleted, a dialog appears; asking if the document should be deleted.

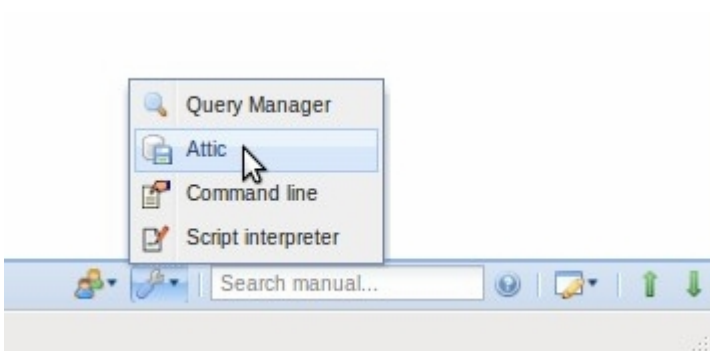


This dialogue is a security precaution, since the deletion can be undone only by selected users (see also recycle bin / Archive). If the project is deleted, it can be restored from the recycle bin. Analogically the archiving also functions for future restoring of projects or of other data pool.

In the following example, the project 13 Implementation Projectile 3.0 is moved to the project archive. This process may take some time for larger structures.



With the functionality  the recycle bin or the archive can be accessed.



In the search dialog you can enter a search text, or a document type, date of deletion and the sort order.

The screenshot shows a search window titled 'Suche im Archiv'. It features a search icon, a search bar, and several filter options: 'Archive' (set to 'Standard'), 'Free text' (empty), 'Document type' (empty), 'Deleted from' (set to '30.11.2009'), 'To' (empty), and an 'Ascending' checkbox. A 'Start' button is located at the bottom.

In the example you can search for all projects in the project archive, which have been deleted after 01.12.2009

This screenshot shows the same search window, but with 'Projektarchiv' selected in the 'Archive' dropdown and '01.12.2009' entered in the 'Deleted from' field. The 'Document type' is set to 'Project'. A mouse cursor is hovering over the 'Start' button.

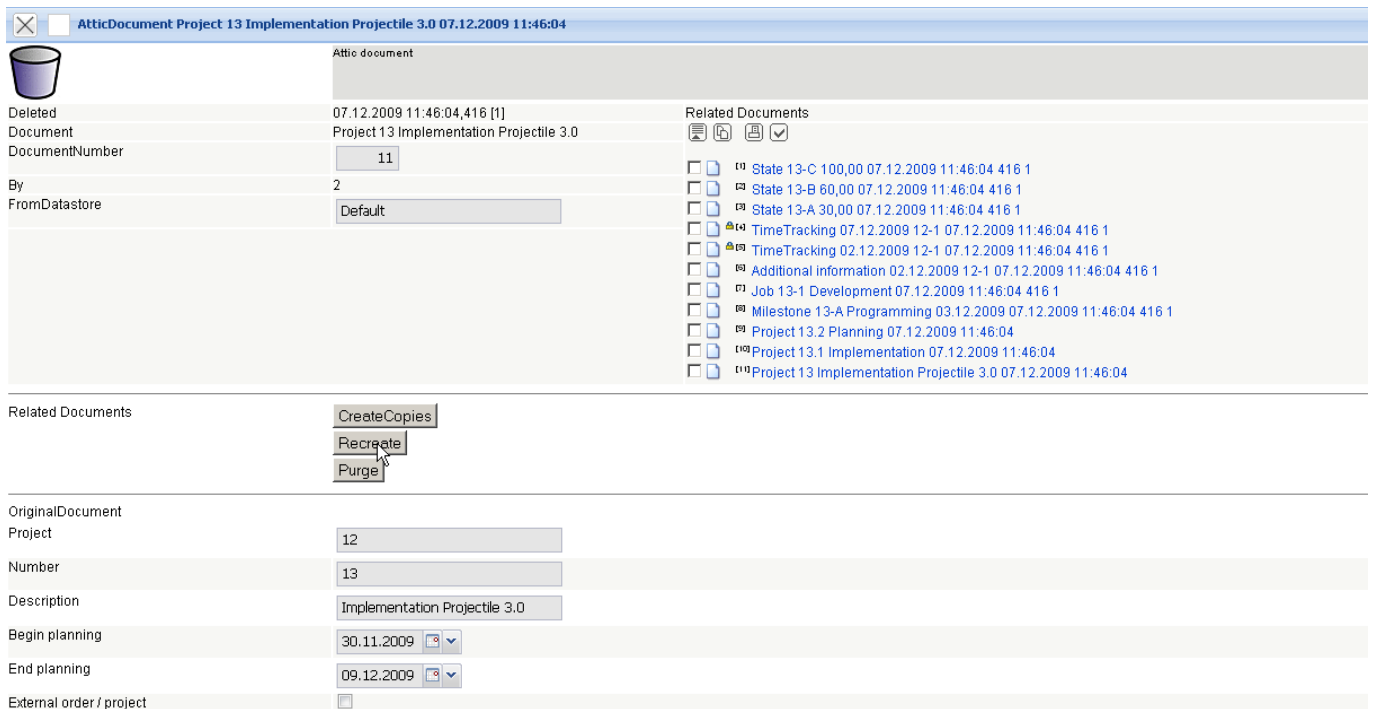
The system finds three archived projects (the top project 13 and the two sub-projects of the project 13).

The screenshot shows a window titled 'Collection 07.12.2009 13:25:49'. It includes a toolbar with 'Collection', 'Edit file', and 'Report' buttons. Below is a table of entries:

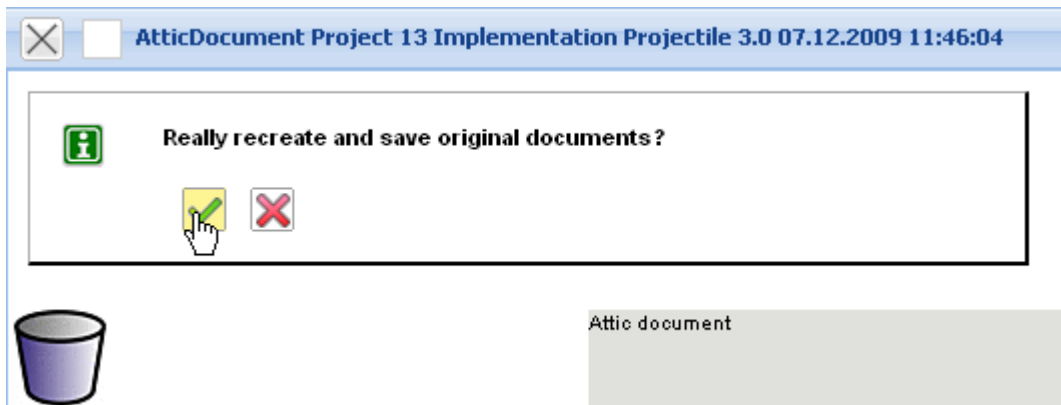
checkbox	id	document name	timestamp
<input checked="" type="checkbox"/>	1	AtticDocument Project 13 Implementation Projectile 3.0	07.12.2009 11:46:04
<input type="checkbox"/>	2	AtticDocument Project 13.1 Implementation	07.12.2009 11:46:04
<input type="checkbox"/>	3	AtticDocument Project 13.2 Planning	07.12.2009 11:46:04

Information is located in the deleted document, when the document has been deleted by which user

as well as the contents of the deleted document. This document can be restored or deleted from the project archive as a copy or in the original condition.



In the example the original document is restored. This process may take several minutes for larger structures.



After the restoring the document, a confirmation dialog appears. Here, the user can select, whether the archived document should be deleted or not.

The following documents were successfully recreated. Do you want to purge their archived versions?

Collection [Edit file](#) [Report](#)

Type	Description	State
1 % State	13-C 100,00	
2 % State	13-B 60,00	
3 % State	13-A 30,00	
4 TimeTracking	07.12.2009 12-1	
5 TimeTracking	02.12.2009 12-1	
6 Additional information	TimeTracking 02.12.2009 12-1	
7 Job	13-1 Development	07.12.2009
8 Milestone	13-A Programming 03.12.2009	
9 Project	13.2 Planning	Closed live
10 Project	13.1 Implementation	Closed live
11 Project	13 Implementation Projectile 3.0	Closed live

After restoring the document, the system displays all the documents (here 11 documents with upper-projects, sub-projects, jobs, recorded time, offers, invoices,...).

Collection [Edit file](#) [Report](#)

Type	Description	State
1 % State	13-C 100,00	
2 % State	13-B 60,00	
3 % State	13-A 30,00	
4 TimeTracking	07.12.2009 12-1	
5 TimeTracking	02.12.2009 12-1	
6 Additional information	TimeTracking 02.12.2009 12-1	
7 Job	13-1 Development	07.12.2009
8 Milestone	13-A Programming 03.12.2009	
9 Project	13.2 Planning	Closed live
10 Project	13.1 Implementation	Closed live
11 Project	13 Implementation Projectile 3.0	Closed live

Afterwards the archived project can be accessed.

Project 13 Implementation Projectile 3.0

Document Edit View Back references Actions

Master data Involved persons Portfolio Status Budget Financial data Order data Documentation Misc

Project number Number 13 Status Closed live

Description Implementation Projectile 3.0

Project start/end date From 30.11.2009 To 09.12.2009

Parent project

Subprojects

Number	Description	Status
13.1	Implementation	Closed live
13.2	Planning	Closed live

Processes

Process number	Description	Begin date planning	End date planning
13-1	Development	30.11.2009	09.12.2009

Milestones

No entries

Grade of completion

Number	State
13-A	30,00
13-B	60,00
13-C	100,00

... Continued...

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Last update: **2019/10/25 14:11**