

[previous](#) [Home](#) [next](#)

3.07 Archives und History

Projectile includes optional a trash functionality (archive) and a document-based history.

3.07.1 Archives / Recycle Bin Functionality

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

The screenshot shows the 'Project 13 Implementation Projectile 3.0' interface. At the top, there is a menu bar with 'Document', 'Edit', 'View', 'Back references', and 'Actions'. Below the menu bar, there is a 'Master d' tab with a 'Delete the document' button. The main form contains the following fields:

- 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:** A table with 2 entries:

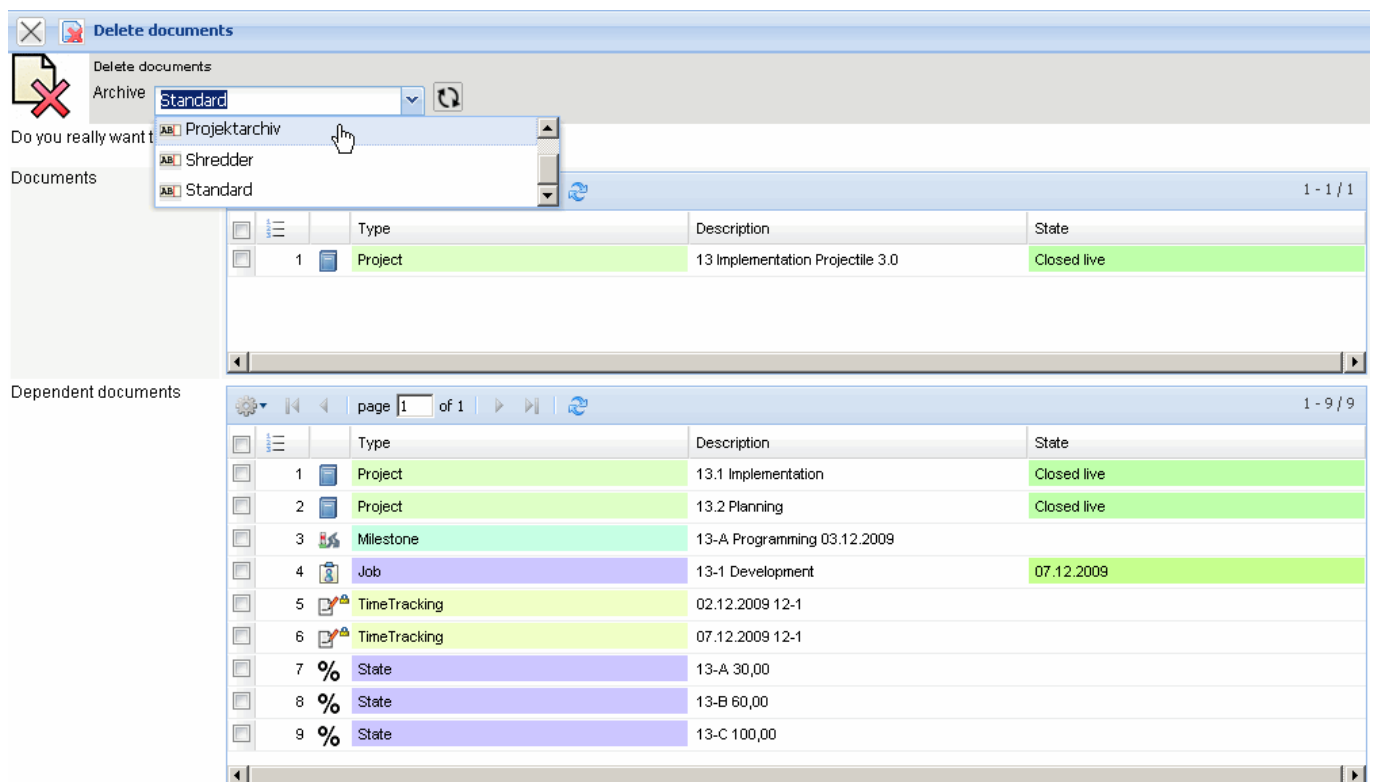
	Number	Description	Status
1	13.1	Implementation	Closed live
2	13.2	Planning	Closed live
- Processes:** A table with 1 entry:

	Process number	Description	Begin date planning	End date planning
1	13-1	Development	30.11.2009	09.12.2009
- Milestones:** No entries
- Grade of completion:** A table with 3 entries:

	Number	State
1	13-A	30,00
2	13-B	60,00
3	13-C	100,00

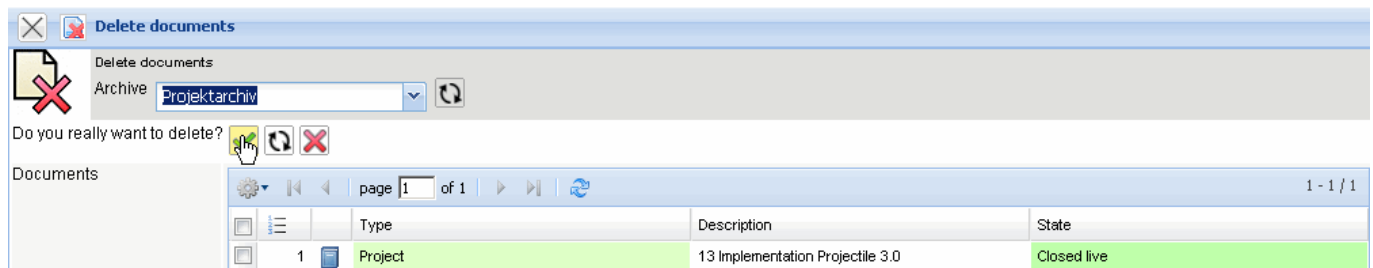
... it can be deleted.

Before the document is deleted, a dialog appears; with the question of whether we really want to delete.

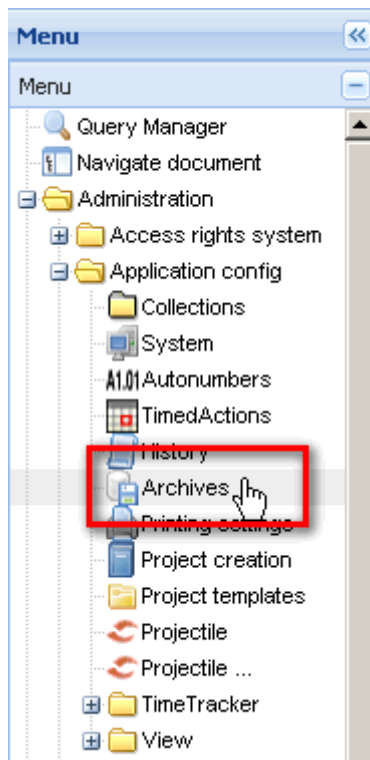


This dialogue is a security precaution, since the deletion can be undone only by selected users (see also recycle bin / Archive). If the project is deleted, it can be restored from the recycle bin. Analogically the archiving also functions for future restoring of projects or of other data pool.

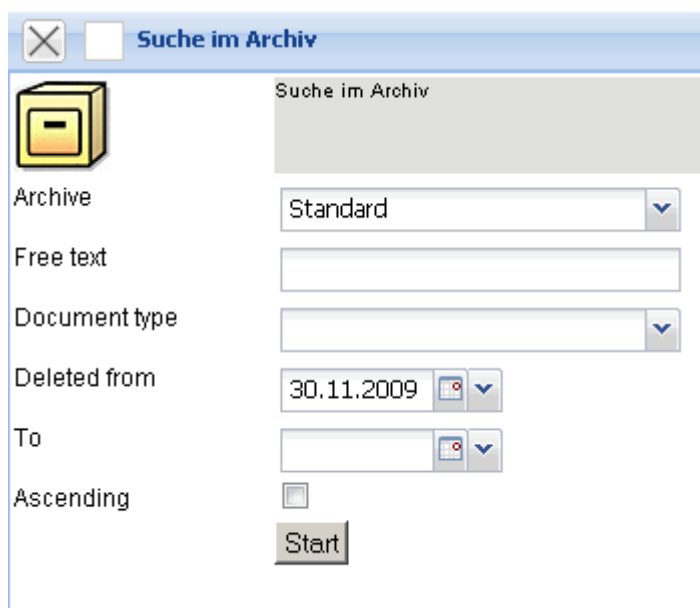
In the following example, the project 105 Implementation Projectile is moved to the project archive. This process may take some time for larger structures.



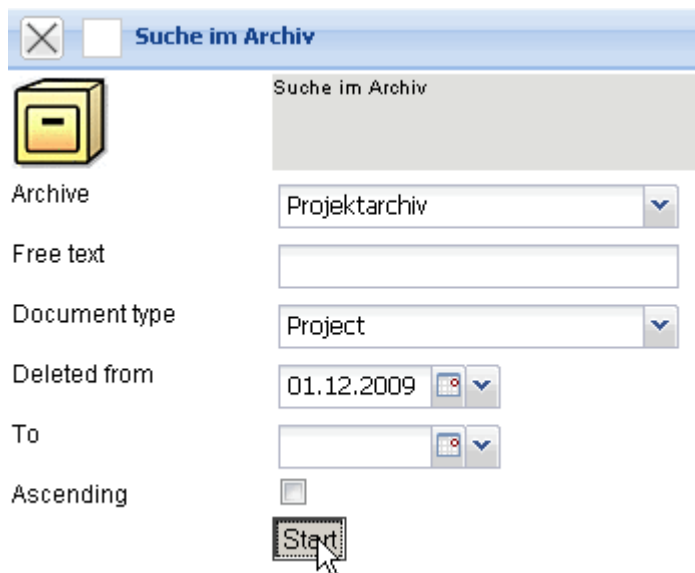
With the functionality  the recycle bin or the archive can be accessed.



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



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



Suche im Archiv

Archive: Projektarchiv

Free text:

Document type: Project

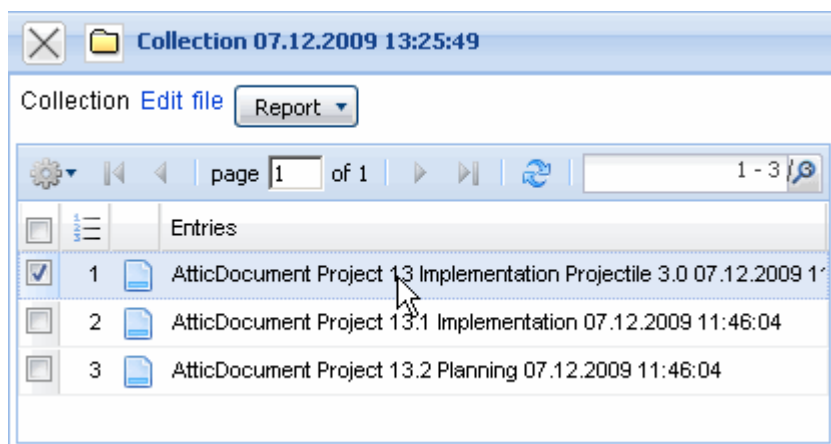
Deleted from: 01.12.2009

To:

Ascending: ☐

Start

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



Collection 07.12.2009 13:25:49

Collection Edit file Report

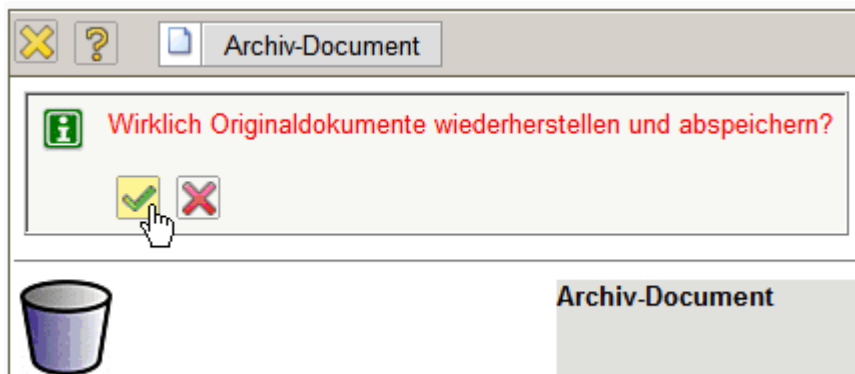
page 1 of 1 1 - 3

		Entries
☒	1	AtticDocument Project 13 Implementation Projectile 3.0 07.12.2009 13:25:49
☐	2	AtticDocument Project 13.1 Implementation 07.12.2009 11:46:04
☐	3	AtticDocument Project 13.2 Planning 07.12.2009 11:46:04

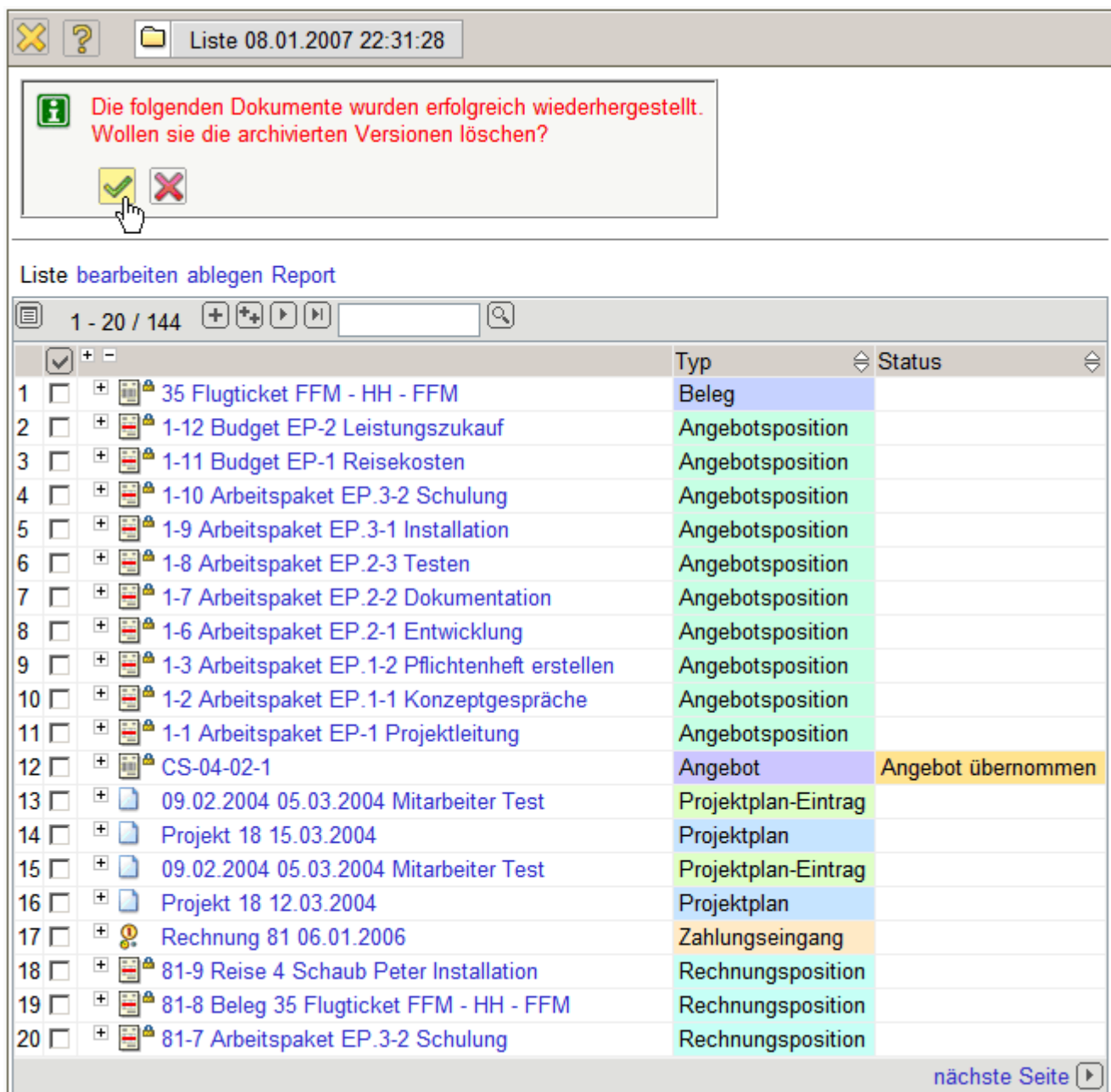
In the deleted document is the information, when the document has been deleted by which user and the contents of the deleted document. This document can be restored or deleted from the project archive as a copy or in the original condition.

Archiv-Dokument		
gelöscht Dokument	08.01.2007 22:18:44,484 [1] Projekt 105 Implementation Projectile	Zugehörige Dokumente 1 - 12 / 144
Dokument Nummer	327	☐ [1] Beleg 35 Flugticket FFM - HH - FFM 08.01.2007 22:18:44 ☐ [2] Angebotsposition 1-12 Budget EP-2 Leistungszukauf 08.01.2007 22:18:44 ☐ [3] Angebotsposition 1-11 Budget EP-1 Reisekosten 08.01.2007 22:18:44 ☐ [4] Angebotsposition 1-10 Arbeitspaket EP.3-2 Schulung 08.01.2007 22:18:44 ☐ [5] Angebotsposition 1-9 Arbeitspaket EP.3-1 Installation 08.01.2007 22:18:44 ☐ [6] Angebotsposition 1-8 Arbeitspaket EP.2-3 Testen 08.01.2007 22:18:44 ☐ [7] Angebotsposition 1-7 Arbeitspaket EP.2-2 Dokumentation 08.01.2007 22:18:44 ☐ [8] Angebotsposition 1-6 Arbeitspaket EP.2-1 Entwicklung 08.01.2007 22:18:44 ☐ [9] Angebotsposition 1-3 Arbeitspaket EP.1-2 Pflichtenheft erstellen 08.01.2007 22:18:44 ☐ [10] Angebotsposition 1-2 Arbeitspaket EP.1-1 Konzeptgespräche 08.01.2007 22:18:44 ☐ [11] Angebotsposition 1-1 Arbeitspaket EP-1 Projektleitung 08.01.2007 22:18:44 ☐ [12] Angebot CS-04-02-1 08.01.2007 22:18:44
Von	1	
Original Datastore	Default	
Zugehörige Dokumente Kopien erzeugen Wiederherstellen Löschen		
Original-Dokument Projekt 18 Nummer 105 Bezeichnung Implementation Projectile Plan-Beginn 09.02.2004 Plan-Ende 05.03.2004 Externer Auftrag ☒		
AtticDocument Project 13 Implementation Projectile 3.0 07.12.2009 11:46:04		
Attic document		
Deleted Document	07.12.2009 11:46:04,416 [1] Project 13 Implementation Projectile 3.0	Related Documents
DocumentNumber	11	☐ [1] State 13-C 100,00 07.12.2009 11:46:04 416 1 ☐ [2] State 13-B 60,00 07.12.2009 11:46:04 416 1 ☐ [3] State 13-A 30,00 07.12.2009 11:46:04 416 1 ☐ [4] TimeTracking 07.12.2009 12-1 07.12.2009 11:46:04 416 1 ☐ [5] TimeTracking 02.12.2009 12-1 07.12.2009 11:46:04 416 1 ☐ [6] Additional information 02.12.2009 12-1 07.12.2009 11:46:04 416 1 ☐ [7] Job 13-1 Development 07.12.2009 11:46:04 416 1 ☐ [8] Milestone 13-A Programming 03.12.2009 07.12.2009 11:46:04 416 1 ☐ [9] Project 13.2 Planning 07.12.2009 11:46:04 ☐ [10] Project 13.1 Implementation 07.12.2009 11:46:04 ☐ [11] Project 13 Implementation Projectile 3.0 07.12.2009 11:46:04
By	2	
FromDatastore	Default	
Related Documents CreateCopies Recreate Purge		
OriginalDocument Project 12 Number 13 Description Implementation Projectile 3.0 Begin planning 30.11.2009 End planning 09.12.2009 External order / project ☐		

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



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



After restoration the system displays all the documents (here 144 documents with upper-projects, sub-projects, jobs, recorded time, offers, invoices,...).

Liste 08.01.2007 22:31:28

Liste [bearbeiten](#) [ablegen](#) [Report](#)

125 - 144 / 144

☐				Typ	Status
125	☐		17.02.2004 18.1-2	Zeiterfassung	
126	☐		16.02.2004 18.1-2	Zeiterfassung	
127	☐		13.02.2004 18.1-2	Zeiterfassung	
128	☐		12.02.2004 18.1-2	Zeiterfassung	
129	☐		11.02.2004 18.1-2	Zeiterfassung	
130	☐		105.1-2 Pflichtenheft erstellen	Arbeitspaket	17.02.2004
131	☐		11.02.2004 18.1-1	Zeiterfassung	
132	☐		10.02.2004 18.1-1	Zeiterfassung	
133	☐		09.02.2004 18.1-1	Zeiterfassung	
134	☐		Arbeitspaket 18.1-1 Arbeitspaket 18.1-2	Sprungfolge	
135	☐		105.1-1 Konzeptgespräche	Arbeitspaket	11.02.2004
136	☐		Meilenstein 18.1-A Arbeitspaket 18.2-5	Sprungfolge	
137	☐		Meilenstein 18.1-A Arbeitspaket 18.2-4	Sprungfolge	
138	☐		Meilenstein 18.1-A Arbeitspaket 18.2-1	Sprungfolge	
139	☐		Arbeitspaket 18.1-2 Meilenstein 18.1-A	Sprungfolge	
140	☐		18.1-A-2 17.02.2004	Trendtermin	
141	☐		18.1-A-1 17.02.2004	Trendtermin	
142	☐		105.1-A Konzeptabnahme 17.02.2004	Meilenstein	
143	☐		105.1 Planung	Projekt	abgeschlossen
144	☐		105 Implementation Projectile	Projekt	abgeschlossen

[vorherige Seite](#)

Afterwards the archival project will 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 Status

Description

Project start/end date From To

Parent project

Subprojects

page 1 of 1

 1 - 2 / 2

☐		Number	Description	Status
☐	1	13.1	Implementation	Closed live
☐	2	13.2	Planning	Closed live

Processes

page 1 of 1

 1 - 1 / 1

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

Milestones

No entries

Grade of completion

page 1 of 1

		Number	State
☐	1	% 13-A	30,00
☐	2	% 13-B	60,00
☐	3	% 13-C	100,00

1 - 3 / 3

[... Continue...](#)

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