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## 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 is a tabbed interface with tabs for 'Master d', 'Delete the document', 'Ins', 'Portfolio', 'Status', 'Budget', 'Financial data', 'Order data', 'Documentation', and 'Misc'. The 'Master d' tab is active.

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:
 

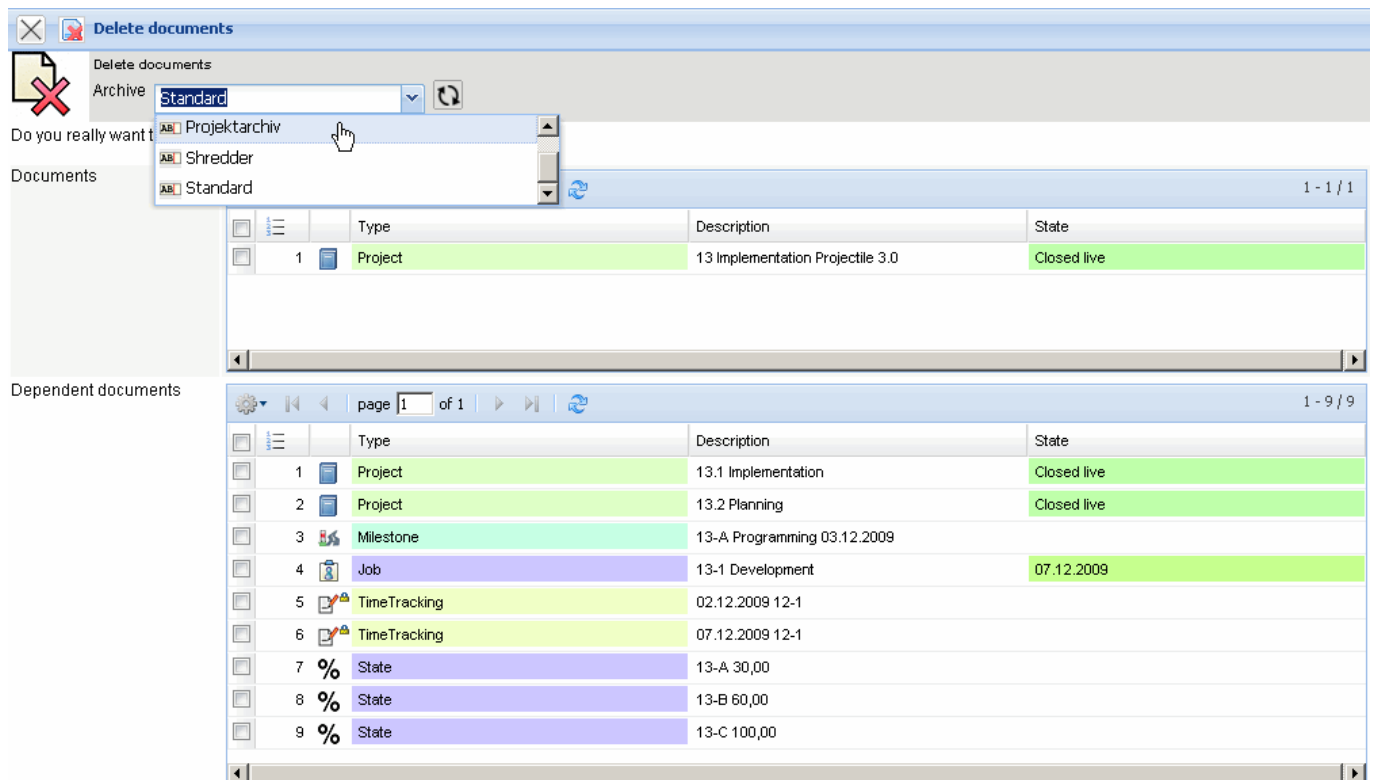
|   | Number | Description    | Status      |
|---|--------|----------------|-------------|
| 1 | 13.1   | Implementation | Closed live |
| 2 | 13.2   | Planning       | Closed live |
- Processes:** A table with 1 entry:
 

|   | 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 |

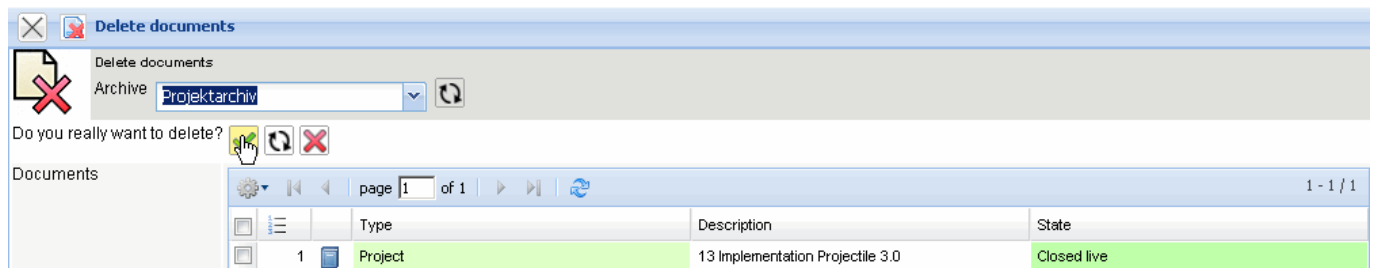
... it can be deleted.

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

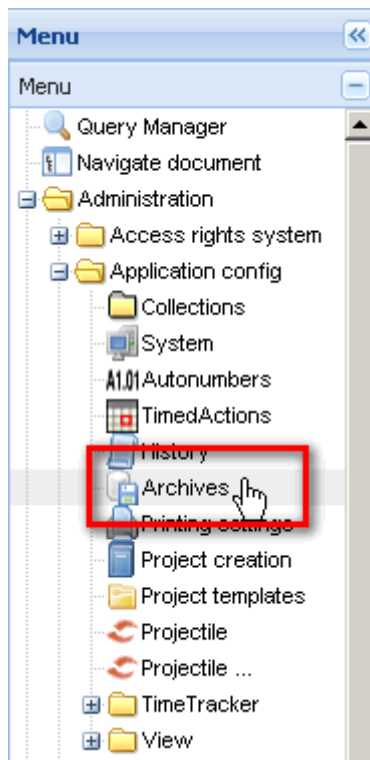


This dialogue is a security precaution, since the deletion can be undone only by selected users (see also recycle bin / Archive). If the project is deleted, it can be restored from the recycle bin. Analogically the archiving also functions for future restoring of projects or of other data pool.

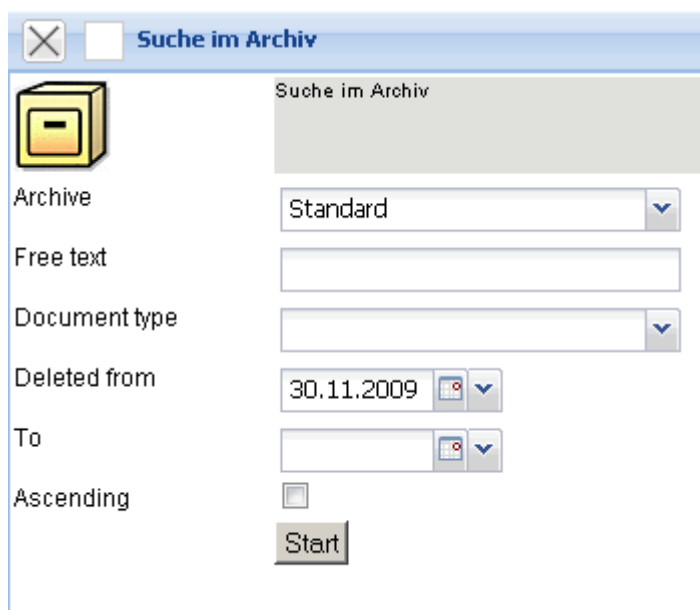
In the following example, the project 105 Implementation Projectile is moved to the project archive. This process may take some time for larger structures.



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

Free text

Document type

Deleted from

To

Ascending

Projektarchiv

Project

01.12.2009

☐

Suche im Archiv

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

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Entries

☒

1

AtticDocument Project 13 Implementation Projectile 3.0 07.12.2009 11:46:04

☐

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.

AtticDocument Project 13 Implementation Projectile 3.0 07.12.2009 11:46:04

Deleted

Document

DocumentNumber

By

FromDatastore

07.12.2009 11:46:04,416 [1]

Project 13 Implementation Projectile 3.0

11

2

Default

Related Documents

☐

State 13-C 100,00 07.12.2009 11:46:04 416 1

☐

State 13-B 60,00 07.12.2009 11:46:04 416 1

☐

State 13-A 30,00 07.12.2009 11:46:04 416 1

☐

TimeTracking 07.12.2009 12-1 07.12.2009 11:46:04 416 1

☐

TimeTracking 02.12.2009 12-1 07.12.2009 11:46:04 416 1

☐

Additional information 02.12.2009 12-1 07.12.2009 11:46:04 416 1

☐

Job 13-1 Development 07.12.2009 11:46:04 416 1

☐

Milestone 13-A Programming 03.12.2009 07.12.2009 11:46:04 416 1

☐

Project 13.2 Planning 07.12.2009 11:46:04

☐

Project 13.1 Implementation 07.12.2009 11:46:04

☐

Project 13 Implementation Projectile 3.0 07.12.2009 11:46:04

Related Documents

Create Copies

Recreate

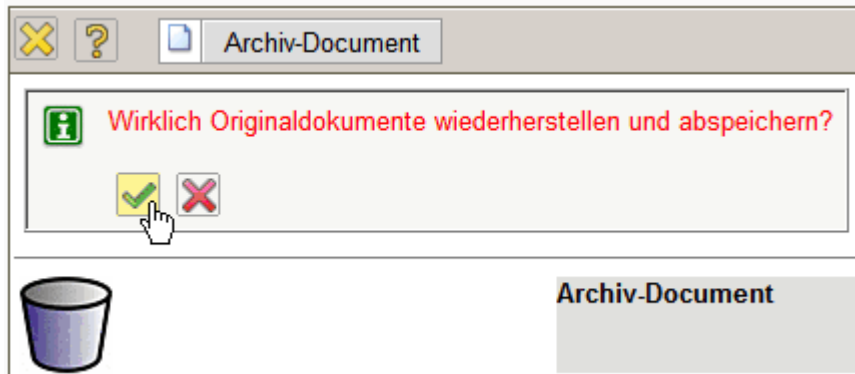
Purge

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|                          |                                                                                              |
|--------------------------|----------------------------------------------------------------------------------------------|
| OriginalDocument         |                                                                                              |
| Project                  | 12                                                                                           |
| Number                   | 13                                                                                           |
| Description              | Implementation Projectile 3.0                                                                |
| Begin planning           | 30.11.2009  |
| End planning             | 09.12.2009  |
| External order / project | <input type="checkbox"/>                                                                     |

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.



Liste 08.01.2007 22:31:28

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

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| <input type="checkbox"/> |                          |  |                                         | Typ           | Status        |
|--------------------------|--------------------------|--|-----------------------------------------|---------------|---------------|
| 125                      | <input type="checkbox"/> |  | 17.02.2004 18.1-2                       | Zeiterfassung |               |
| 126                      | <input type="checkbox"/> |  | 16.02.2004 18.1-2                       | Zeiterfassung |               |
| 127                      | <input type="checkbox"/> |  | 13.02.2004 18.1-2                       | Zeiterfassung |               |
| 128                      | <input type="checkbox"/> |  | 12.02.2004 18.1-2                       | Zeiterfassung |               |
| 129                      | <input type="checkbox"/> |  | 11.02.2004 18.1-2                       | Zeiterfassung |               |
| 130                      | <input type="checkbox"/> |  | 105.1-2 Pflichtenheft erstellen         | Arbeitspaket  | 17.02.2004    |
| 131                      | <input type="checkbox"/> |  | 11.02.2004 18.1-1                       | Zeiterfassung |               |
| 132                      | <input type="checkbox"/> |  | 10.02.2004 18.1-1                       | Zeiterfassung |               |
| 133                      | <input type="checkbox"/> |  | 09.02.2004 18.1-1                       | Zeiterfassung |               |
| 134                      | <input type="checkbox"/> |  | Arbeitspaket 18.1-1 Arbeitspaket 18.1-2 | Sprungfolge   |               |
| 135                      | <input type="checkbox"/> |  | 105.1-1 Konzeptgespräche                | Arbeitspaket  | 11.02.2004    |
| 136                      | <input type="checkbox"/> |  | Meilenstein 18.1-A Arbeitspaket 18.2-5  | Sprungfolge   |               |
| 137                      | <input type="checkbox"/> |  | Meilenstein 18.1-A Arbeitspaket 18.2-4  | Sprungfolge   |               |
| 138                      | <input type="checkbox"/> |  | Meilenstein 18.1-A Arbeitspaket 18.2-1  | Sprungfolge   |               |
| 139                      | <input type="checkbox"/> |  | Arbeitspaket 18.1-2 Meilenstein 18.1-A  | Sprungfolge   |               |
| 140                      | <input type="checkbox"/> |  | 18.1-A-2 17.02.2004                     | Trendtermin   |               |
| 141                      | <input type="checkbox"/> |  | 18.1-A-1 17.02.2004                     | Trendtermin   |               |
| 142                      | <input type="checkbox"/> |  | 105.1-A Konzeptabnahme 17.02.2004       | Meilenstein   |               |
| 143                      | <input type="checkbox"/> |  | 105.1 Planung                           | Projekt       | abgeschlossen |
| 144                      | <input type="checkbox"/> |  | 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
 

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| <input type="checkbox"/> |   | Number | Description    | Status      |
|--------------------------|---|--------|----------------|-------------|
| <input type="checkbox"/> | 1 | 13.1   | Implementation | Closed live |
| <input type="checkbox"/> | 2 | 13.2   | Planning       | Closed live |

Processes
 

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| <input type="checkbox"/> |   | Process number | Description | Begin date planning | End date planning |
|--------------------------|---|----------------|-------------|---------------------|-------------------|
| <input type="checkbox"/> | 1 | 13-1           | Development | 30.11.2009          | 09.12.2009        |

Milestones

No entries

Grade of completion

page 1 of 1

|                          |   | Number | State  |
|--------------------------|---|--------|--------|
| <input type="checkbox"/> | 1 | % 13-A | 30,00  |
| <input type="checkbox"/> | 2 | % 13-B | 60,00  |
| <input type="checkbox"/> | 3 | % 13-C | 100,00 |

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

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