

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

3.07 Archives und History

Projectile includes optionally, a trash/recycle bin 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, clicking on ...

Project 13 Implementation Projectile 3.0

Document Edit View Back references Actions

Master d Delete the document ns 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
1	13.1	Implementation	Closed live
2	13.2	Planning	Closed live

Processes

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

Milestones

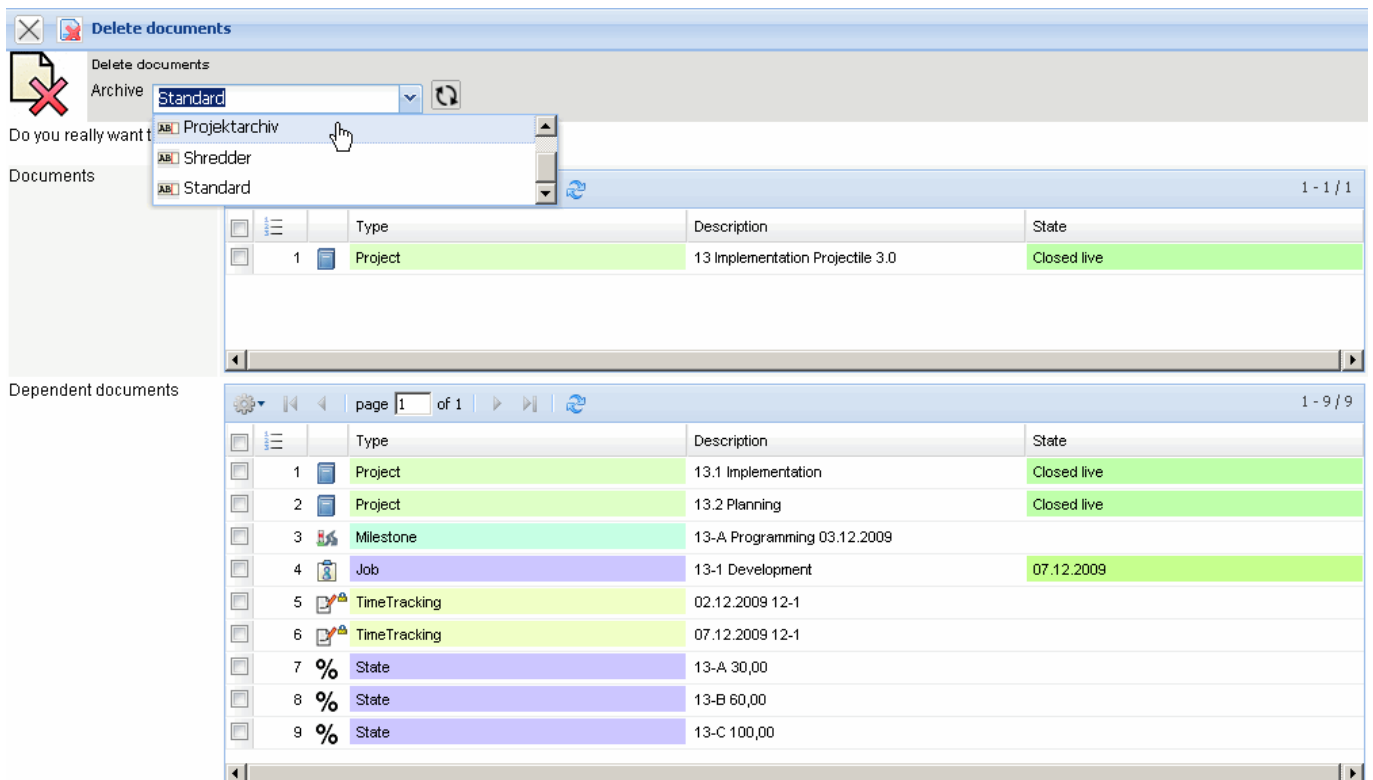
No entries

Grade of completion

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

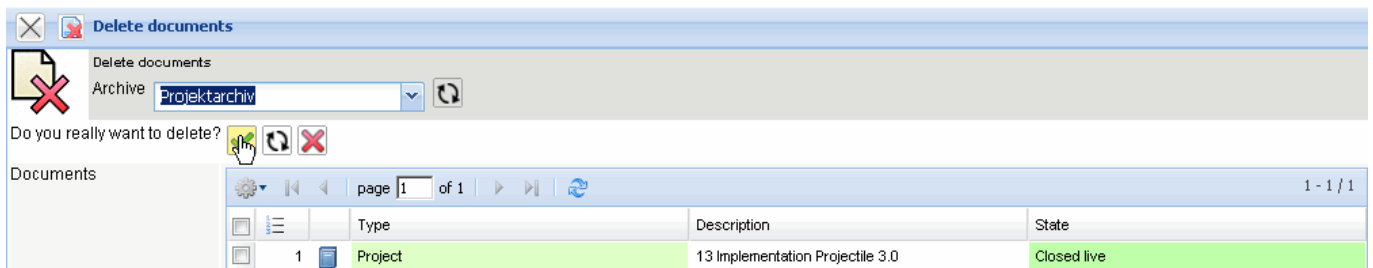
... will delete it.

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

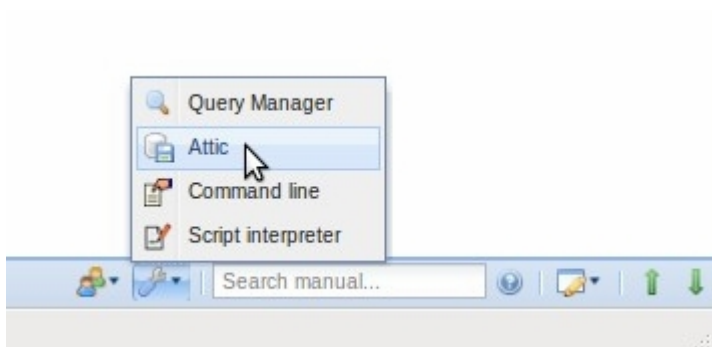


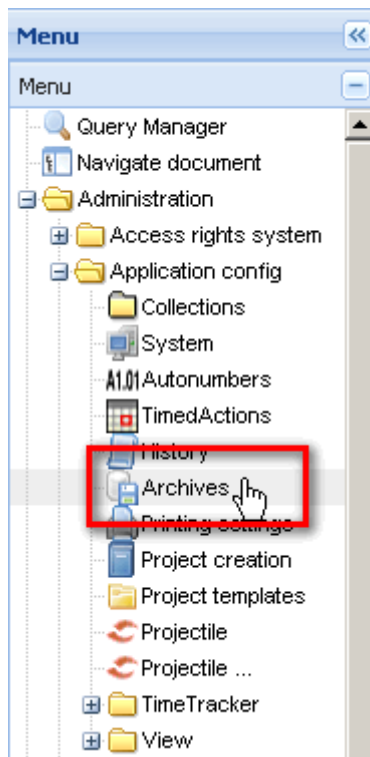
This dialogue is a security precaution, since the deletion can be undone only by selected users (see also recycle bin / Archive). If the project is deleted, it can be restored from the recycle bin. Analogically the archiving also functions for future restoring of projects or of other data pool.

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.

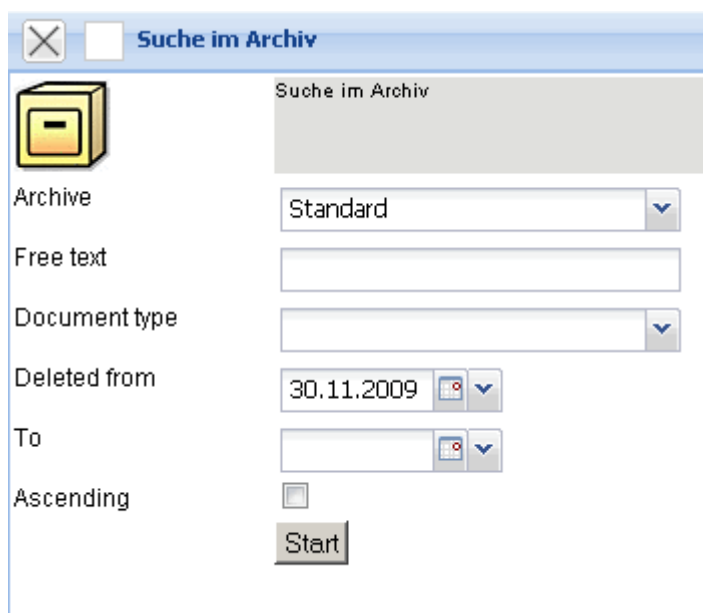


With the functionality  the recycle bin or the archive can be accessed.





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



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 ☒

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

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

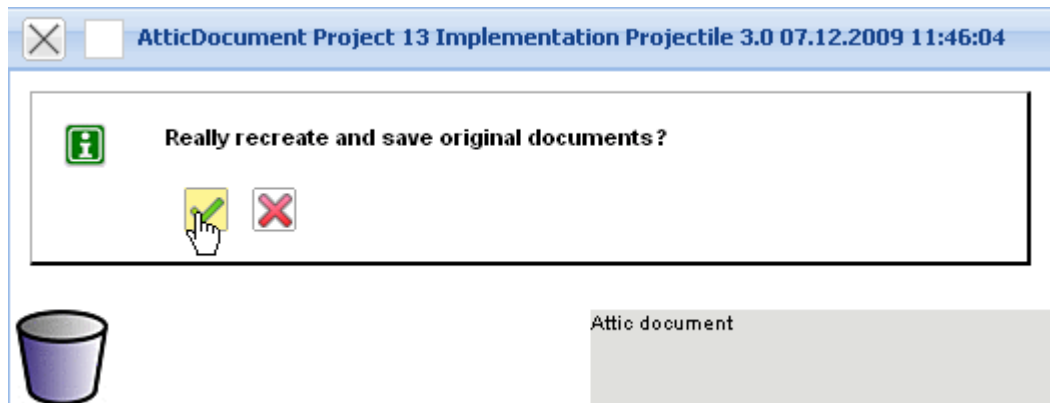
In the deleted document is the information, when the document has been deleted by which user and the contents of the deleted document. This document can be restored or deleted from the project archive as a copy or in the original condition.

AtticDocument Project 13 Implementation Projectile 3.0 07.12.2009 11:46:04		
	Attic document	
Deleted	07.12.2009 11:46:04,416 [1]	
Document	Project 13 Implementation Projectile 3.0	
DocumentNumber	11	
By	2	
FromDatastore	Default	
	Related Documents	
	☐ ^[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	

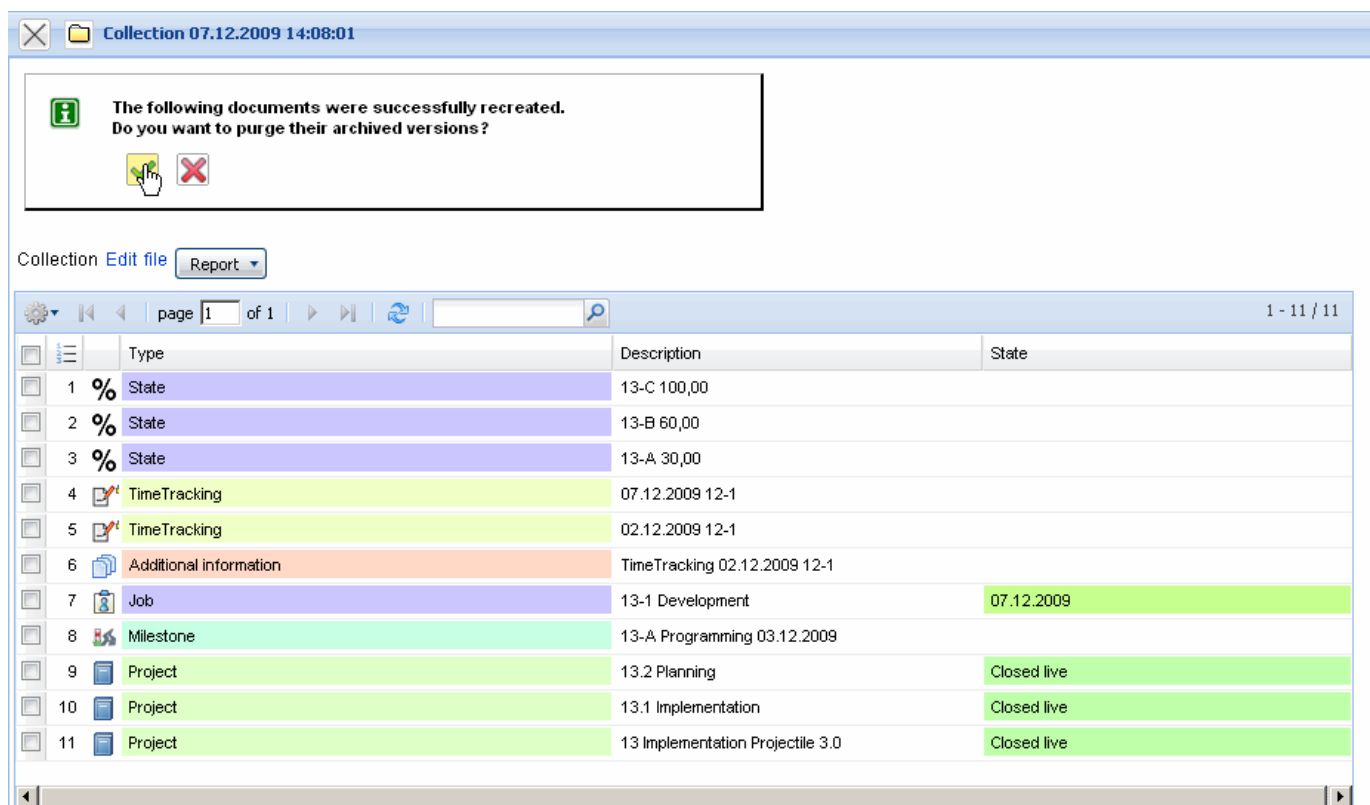
Related Documents

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,...).

Collection 07.12.2009 14:08:01

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

page 1 of 1

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 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 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
1 13.1	Implementation	Closed live
2 13.2	Planning	Closed live

Processes

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

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

... Continue...

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