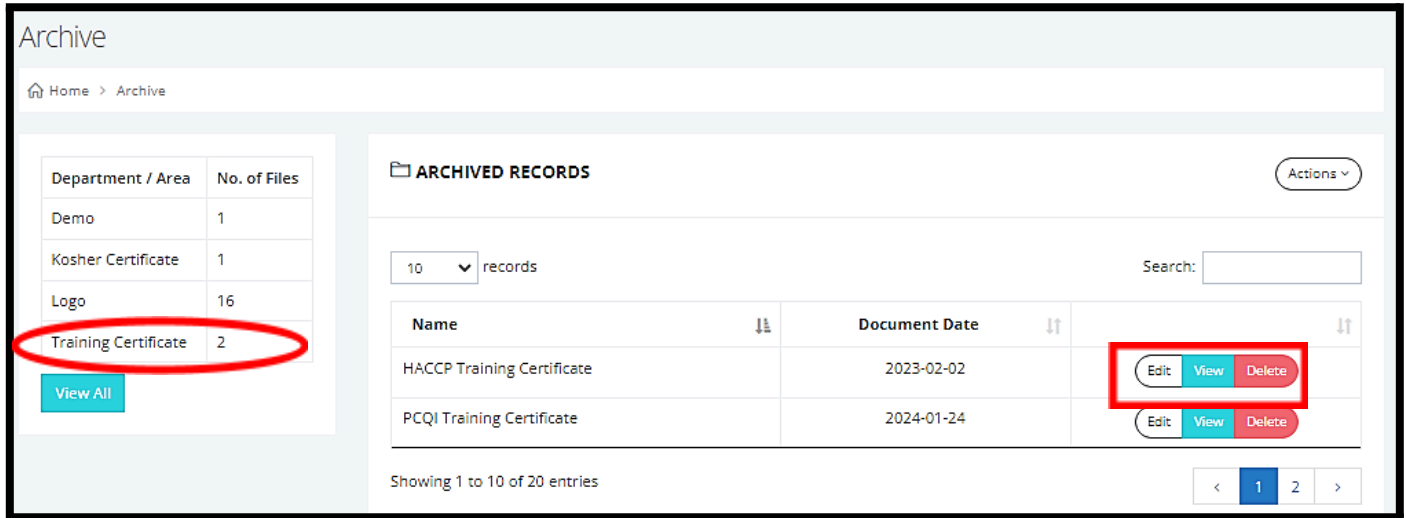


ARCHIVE

HOME > Edit, View, Delete

1. Click **Department/Area** > Select an **Archived Record** > **Edit**



Archive

Home > Archive

Department / Area	No. of Files
Demo	1
Kosher Certificate	1
Logo	16
Training Certificate	2

[View All](#)

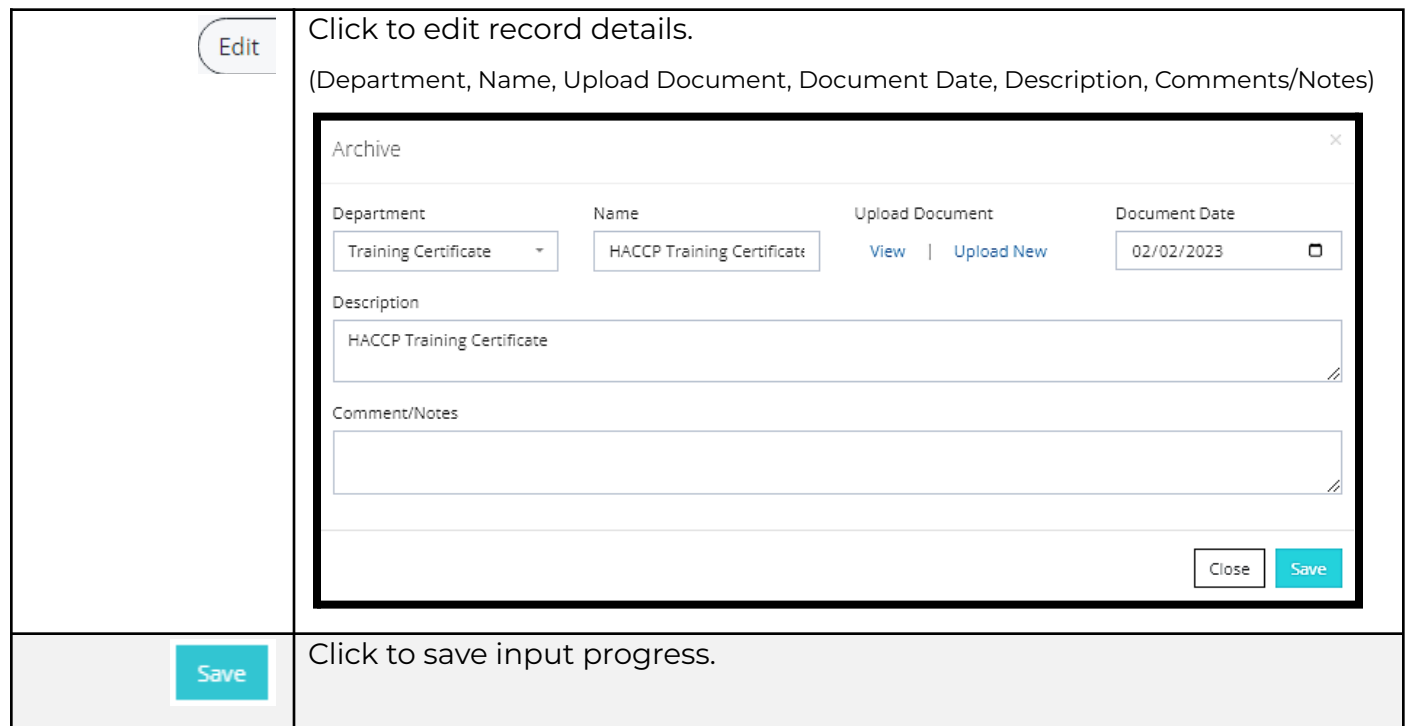
ARCHIVED RECORDS Actions ▾

10 records Search:

Name	Document Date	
HACCP Training Certificate	2023-02-02	Edit View Delete
PCQI Training Certificate	2024-01-24	Edit View Delete

Showing 1 to 10 of 20 entries

< 1 2 >



[Edit](#)

Click to edit record details.
(Department, Name, Upload Document, Document Date, Description, Comments/Notes)

Archive

Department	Name	Upload Document	Document Date
Training Certificate	HACCP Training Certificate	View Upload New	02/02/2023

Description

HACCP Training Certificate

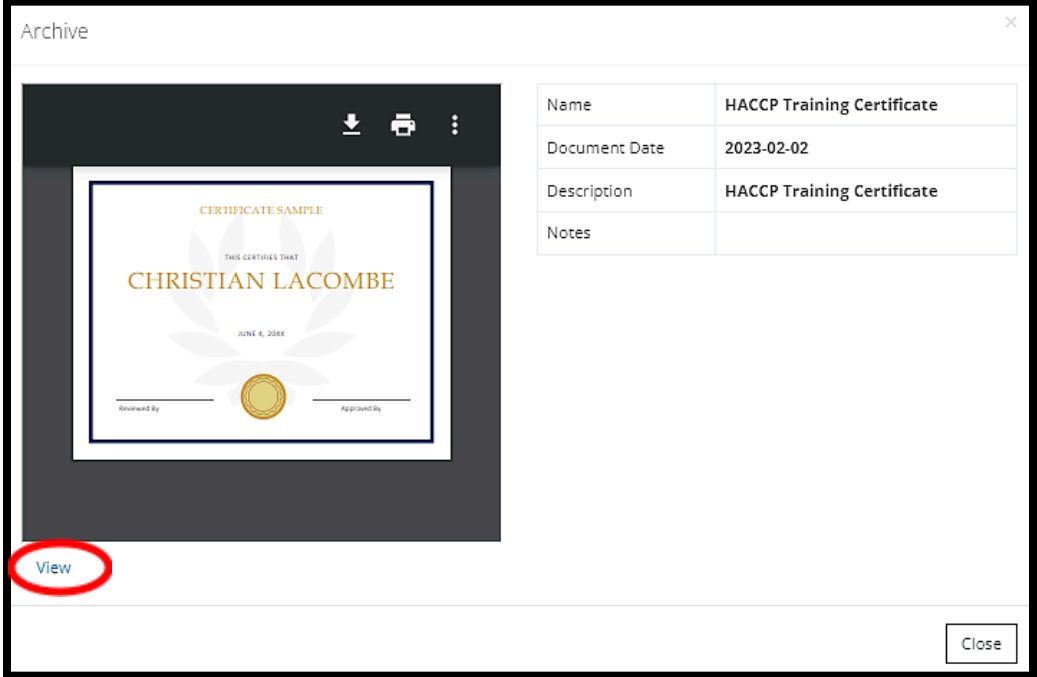
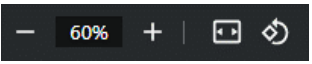
Comment/Notes

[Close](#) [Save](#)



[Save](#)

Click to save input progress.

2. Click **Department/Area** > Select an **Archived Record** > **View**

<p>View</p>	<p>Click to preview the uploaded record.</p> <div data-bbox="446 367 1477 1039">  <p>The screenshot shows a window titled 'Archive' with a close button (X) in the top right. On the left is a preview of a certificate for 'CHRISTIAN LACOMBE' dated 'JUNE 4, 2024'. Below the preview is a 'View' button circled in red. On the right is a table with the following data:</p> <table border="1"> <tr> <td>Name</td> <td>HACCP Training Certificate</td> </tr> <tr> <td>Document Date</td> <td>2023-02-02</td> </tr> <tr> <td>Description</td> <td>HACCP Training Certificate</td> </tr> <tr> <td>Notes</td> <td></td> </tr> </table> <p>At the bottom right of the window is a 'Close' button. Below the window are icons for 'Download' and 'Print'.</p> </div> <p>Options to Download and Print the record are also available.</p>	Name	HACCP Training Certificate	Document Date	2023-02-02	Description	HACCP Training Certificate	Notes	
Name	HACCP Training Certificate								
Document Date	2023-02-02								
Description	HACCP Training Certificate								
Notes									
<p>Record Details</p>	<p>Displays the Record Name, Document Date, Description, and Notes. Click 'View' to enlarge the preview in a new window.</p>								
	<p>Options to Zoom and Rotate the record are also available.</p>								

3. Click **Department/Area** > Select an **Archived Record** > **Delete**

 A red button with the word "Delete" in white text.	<p>Click to delete the uploaded record.</p> <div data-bbox="423 409 1289 821" style="border: 2px solid black; padding: 10px; text-align: center;"><p>Are you sure?</p><p>Write some reason on it!</p><input data-bbox="459 630 1253 688" type="text" value="Reason"/> <input data-bbox="743 718 873 783" type="button" value="Cancel"/> <input data-bbox="878 718 971 783" type="button" value="OK"/></div>
Reason	<p>Input the reason for deleting an item.</p> <p><i>Note: If you are not the administrator or approver of the Enterprise, this window will pop out and the deletion request is subject to approval.</i></p>
 A blue button with the word "OK" in white text.	<p>Click OK to confirm the deletion request.</p>