

ARCHIVE HOME

Archive


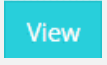
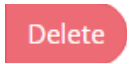
Home > Archive

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

ARCHIVED RECORDS Actions ▾

10 records Search:

Name	Document Date	
BRCGS 360	2024-05-14	Edit View Delete

List of Archived Records	Displays a list of archived records stored in the system.
Actions	Utilize to add new records for archiving.
Display Records	Choose to display 10, 25, 50, or all records available.
Search Bar	Input keywords and click 'Enter' to search for a specific archived record.
Department/Area	Displays the main folder/area/department of the archived record. Click on a specific area to display all uploaded records.
No. of Files	Displays the total number of uploaded records in a folder/area/department.
Name	Displays the file name of the uploaded record.
Document Date	Displays the document date of the uploaded record.
	Click to edit record details. (Department, Name, Attached Document, Document Date, Description, Comments/Notes)
	Click to open a new window and preview the uploaded record.
	Click to delete the uploaded record.