Archiving

Contents

1 Archiving

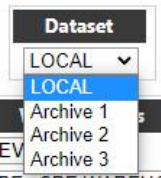## 1.1 Archive Permissions

A setting will be available against the Users Group to define what Archiving actions the users within that group can perform.
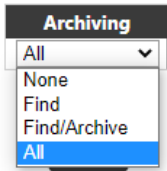
1.2 Home Page

The Home page will allow the user to switch between the current data and a selected archive:


The default on login will always be the Live/Test system.

Note: If the users group is set to "No Actions" then this will not be available.

1.3 Archive Page

The Archive page on the *Calidus* Portal will allow the use to run an archive, view the ranges of data within each archive and enquire on an order or trip to find which archive contains the requested order/trip.

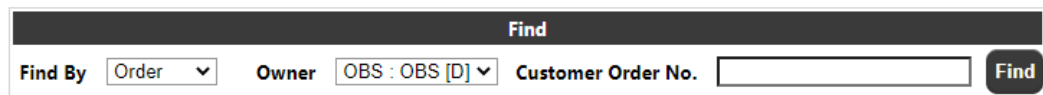The page will contain a choice of "Find" "Archive" and "Audit"
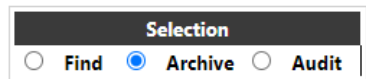
The page will look at the User Group to determine whether to display the "Archive" or "Audit" Selections.

1.3.1 Find Section

This section will allow the user to find which archive a trip/order is located in from within the archives. The user can select by Trip, Order or *Calidus* TMS Reference:

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The owner selection will use the restrictions that have been pre-set in the users group. If the data cannot be found in any of the archives, the message 'No Data' will be displayed. If the trip/order is found, then the archive will be displayed:

Archive ID	Archive Description	Archive Reference	Date Archived
ARC-001	Pre 2008	200802	06-Jul-2008

From this point, the user can go to the home page and select the appropriate archive then use the standard enquiries to find the detail for the order/trip.

1.3.2 Archive Section

This section will allow the user to perform the archive operations. The operations available will be determined by the setting held against the users group. For every option, the user will be offered a confirm prompt before any action is performed.

The second part of the Archive section will contain a list of the archives and information on the data contained within them, with the data sorted from newest to oldest.

Archive ID	Archive Description	Last Run	By	Date From	Date To	No. Orders	No. Trips	
ARC-003	2011 Onward	10-Jan-2010	PG	01-Jan-2011	31-Dec-2013	36725	3194495	?
ARC-002	2008-2010	02-Jan-2011	SH	01-Jan-2008	31-Dec-2010	32405	2143438	?
ARC-001	Pre 2008	06-Jul-2008	PG	04-Jun-2005	31-Dec-2007	21106	2053921	?

Clicking on the Question mark against a detail line will retrieve/display details of the 'data blocks' i.e. Archive References within the archive.

The actions which can be performed in the archive section are detailed below.

Rename Archive Description

The user will select either Archive Description i.e. the description of the database schema or Archive Reference i.e. the name given to an archive within the archive database followed by the description/reference to rename then the new description which will be validated that it does not already exist.

No actual archived data will be affected by the rename.

Note: For Archive Description, only the description will change, the I.D. of the schema will be unchanged.

Archive Data

The user will select an 'Archive Data Up To' date from the date selector then an 'Into Archive' database followed by an 'Archive Reference' for the block of data being archived.

Move Archive

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The user will select a 'From Archive' then an 'Archive Reference' and finally an 'Into Archive' to move data from one archive into another. The 'Into Archive' will also contain the option to move data back into the current live/test system dataset.

The 'Archive Reference' drop-down will be multi-select so that all references can be selected, a single reference or multiple references as required.

Delete Archive Data

The user will select a 'From Archive' then an 'Archive Reference' to delete data from an archive.

The 'Archive Reference' drop-down will be multi-select so that all references can be selected, a single reference or multiple references.

Delete Owner

The user will select an Owner then a 'From Archive' to remove all order data from an archive for the selected owner. The owner dropdown will use the restrictions against the users group.

Delete All Data

The user will select an 'Archive' to completely remove all data from an archive and delete the schema.

Note:

All Delete/Remove options will permanently remove data

with no recovery option

Note: For all the Delete/Remove options, there will be **NO** option to perform data deletion from the current live/test system dataset.

1.3.3 Audit Section

The Audit Section will display an audit of the archive operations performed on the system, sorted from newest to oldest.

Audit Date	Action	User	Archive From	Archive	Archive Description	Archive Reference	Date From	Date To	Owner	No. Trips	No. Orders
01-Jun-2012 09:11	MOVE	SH	ARC-001	ARC-002	Archive 2008-2011	Jan-June 11				68364	297464
01-Jun-2012 09:16	MOVE	SH	ARC-001	ARC-002	Archive 2008-2011	Jul-Dec 11				62334	192441
26-May-2013 09:00	CREATE	PG		ARC-002							
31-Aug-2012 23:34	DELOWN	SH		ARC-001					RKB	9585	49693
01-Dec-2011 09:11	ARCHIVE	SH		ARC-001	Pre 2008	Jan-June 11		30-Jun-2011		34287	210734
01-Jun-2012 12:23	ARCHIVE	PG		ARC-001	Pre 2008	Jul-Dec 11		31-Dec-2011		20494	193834
01-Mar-2011 11:04	CREATE	PG		ARC-001	Pre 2008						

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