Project Archiving

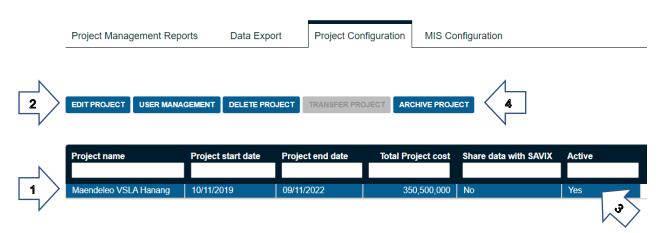
Why archive a project?

At the present time, all projects are charged at the same rate, regardless of whether they are active or dormant. The main difference is that a dormant project has usually come to an end and it is not expected that it will receive any new data. Responding to feedback from the field, we have decided that users should be able to archive such projects. In this case, users will:

- pay a price that is a fraction of the usual license fee. This will be \$0.25 per group per year;
- be able to view all historical data;
- generate all reports, BUT
- be unable to enter, edit or update data

Archiving process

- Login as MIS Administrator
- On the Project Configuration tab, click on the project you would like to archive, when you
 do this the project information will turn blue (1) and 6 menu buttons will appear at the top
 (2) Notice that the 'Active' box (3) indicates that the project is active
- Click on the 'Archive Project' button (4)



When you do this, a warning message will appear:



If you are sure, proceed by clicking on 'OK' and a message will appear saying 'Project archived successfully!'

Effect on payment

When annual payment is due for use of the MIS, the user can then include archived projects in those to be displayed, but this will automatically be charged at the lower rate. If a user decides not to archive a project and does not include it in the list of projects covered by their license, the project will no longer be accessible