

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)

The screenshot shows the 'Project Configuration' tab selected in a navigation bar. Below the navigation bar, a row of buttons is visible: EDIT PROJECT, USER MANAGEMENT, DELETE PROJECT, TRANSFER PROJECT, and ARCHIVE PROJECT. An arrow labeled '2' points to this row. Below the buttons is a table with columns: Project name, Project start date, Project end date, Total Project cost, Share data with SAVIX, and Active. The first row of data is highlighted in blue and labeled '1'. The 'Active' column for this row has a dropdown menu open, showing 'Yes' selected, labeled '3'. An arrow labeled '4' points to the 'ARCHIVE PROJECT' button.

Project name	Project start date	Project end date	Total Project cost	Share data with SAVIX	Active
Maendeleo VSLA Hanang	10/11/2019	09/11/2022	350,500,000	No	Yes

When you do this, a warning message will appear:

The dialog box is titled 'ARCHIVE PROJECT' and contains the following text: 'Are you sure you want to archive project Maendeleo VSLA Hanang? You will not be able to add or modify data to its groups once this is done. Reports will remain accessible.' Below the text are two buttons: 'CANCEL' and 'OK'.

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