Annapurna Archiving.

These instructions explain how to set up Archiving in Annapurna.

Archiving will place old orders into a separate database so that they do not clog up the main processing. There are two approaches that can be adopted.

One is to place any orders more than a few months old into a completed orders archive. The other is to create yearly archive and place all the completed orders for that year into that archive.

When an order is archived, it is only the order details that are archived. The sales reports and other extract remain in the live database.

To create or add to an archive there is a program AnnapurnaArchive

http://www.hawkstonedesign.co.uk/downloads/annapurnaarchive.exe
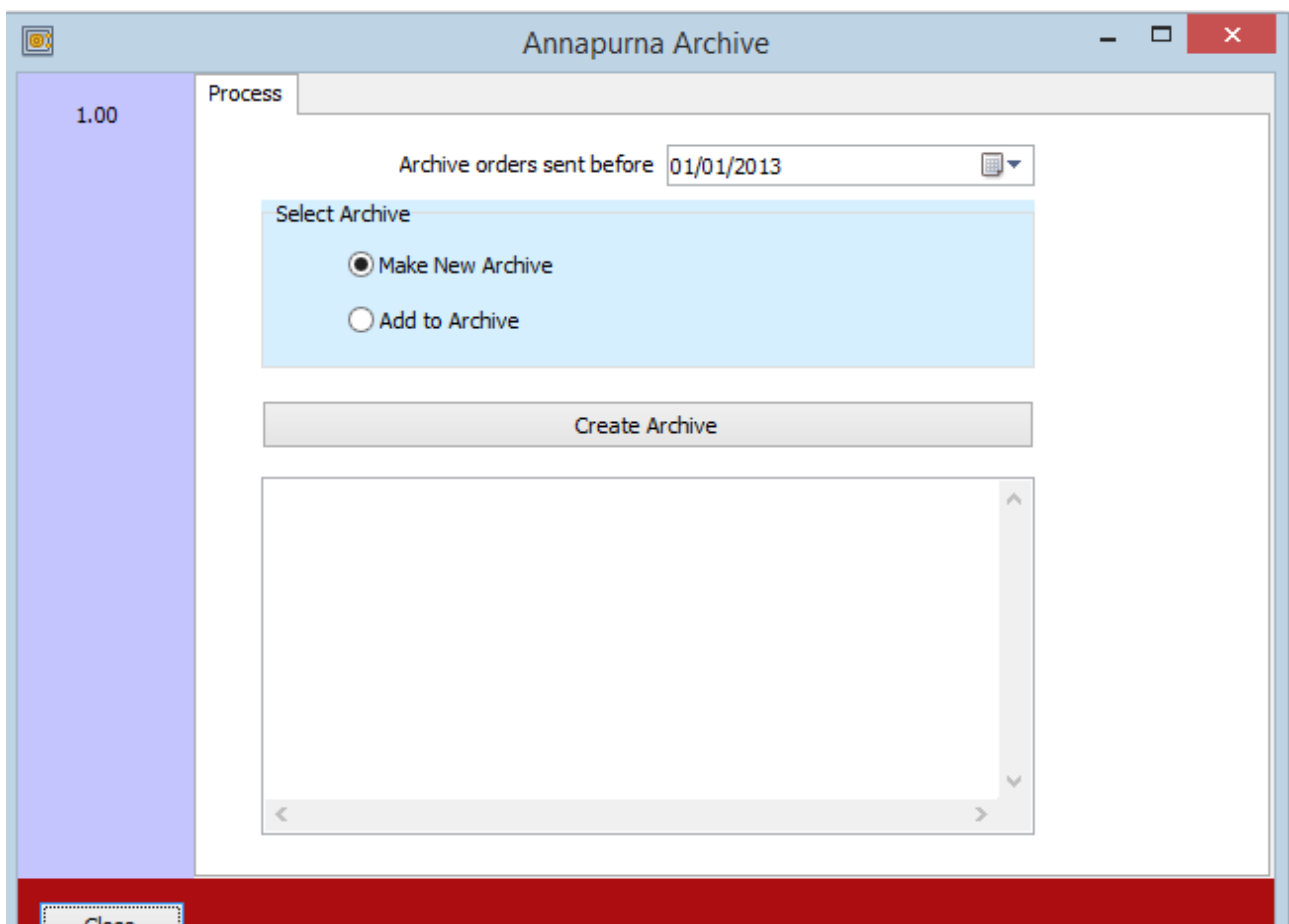
The date selected is very important. In the screen above all orders completed in 2012 and earlier will be moved to the archive. The option is to add the orders to a New Archive.
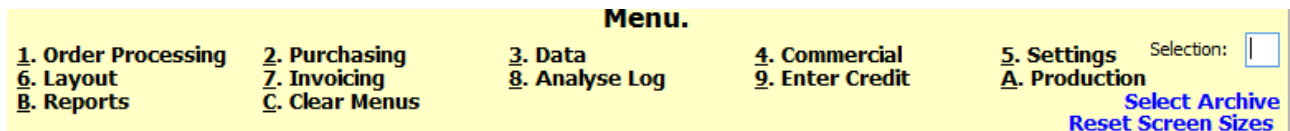
If it is a New Archive then you are asked for an archive name. The default is based on the date selected. If the intention is to keep a rolling archive of completed orders then set the name to something to indicate this.

If you are adding to an existing archive then the name of this archive is selected from a list of earlier archives and dates. The software will keep a list of archive names and dates.

The program will then start by moving the orders sent on each day from the live to the archive.

When this has completed then the archive is ready.

When Annapurna is restarted there is an option in the top menu.

Menu.

1. Order Processing	2. Purchasing	3. Data	4. Commercial	5. Settings Selection:
6. Layout	7. Invoicing	8. Analyse Log	9. Enter Credit	A. Production
B. Reports	C. Clear Menus			**Select Archive**
				Reset Screen Sizes

Click on Select Archive.

A pop-up screen will come up with a list of databases to select. The first is the live database.

If an archive is selected then only Order Processing / Browse Orders or Reports are allowed to be selected.

That's it.