

# Archive Rules for Jobs

**Settings – Archive Rules** allows the user to archive off jobs which have been completed for a long time and you no longer want showing on the live operational system.

## Archive Rules

Allows you to set up archive rules for the jobs.

From here the User can Create Archive Rules with 5 different Rule Types as seen the in screen shot below. You also have to specify the number of days to elapse before the job is archived.

**Create Archive Rule**

Rule Name

Rule Type

- Job With Rejected Sales Quote
- Job With Open Sales Quote
- Open Job
- Completed Job
- Cancelled Job

Rule Name - The Name of the Rule

Rule Type - The Type of the Rule

Days - The number of days after which the jobs should be archived for the rule

Jobs can also be **'Unarchived'** . On all the main Job lists you can filter on Archived Jobs.

Open / Closed: <Open / Closed> Reactive / Planned: **Reactive Only** Site: <All Sites> Resource: <All Resources> Assigned User: <Assigned Users> Team: <All Teams> Job Priority: Job Type: <All Job Types> Sub Type: <All Sub Types> Clear More Quick Links

Order Number: Job Number: Order Number Job Number

Status: <All Statuses> Sub Status: <Sub Statuses> Job Type Relevance: <Relevance> Performance: <Performance> Alerts: <All Alerts> Created Date: <Created Date>

Location: <Locations> Sub Location: <SubLocations> Regions: <All Regions> Site Type: <All Site Types> Job Category: <All Job Categories>

Planned Schedule: <Planned Schedule> Schedule Category: <Schedule Category> Schedule Group: <Schedule Groups> Compliance Type: <Compliance Type> Asset Class: <Asset Class> Asset Sub Class: <Asset Class> Assets: <Assets>

Quote Job: <Yes / No> Contractor Quote Status: <Contractor Quote> Sales Quote Status: <Sales Quote Status> Revenue Jobs: <Revenue Jobs> **Archived Jobs: Archived**

This will display all archived Jobs on the grid. Then by hovering over the job details, click Quick Actions and then **Unarchive**

#	Details	Job Type	Contract	Site	Location	Status
14	Broken Sink	Description: Broken Sink		Biarritz	Normal site	Complete
13	Cleaning Job			Biarritz	Normal site	Complete
8	Window Broken on 1st floor			Biarritz	Normal site	Complete

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