EIDSS | Electronic Integrated Disease Surveillance System

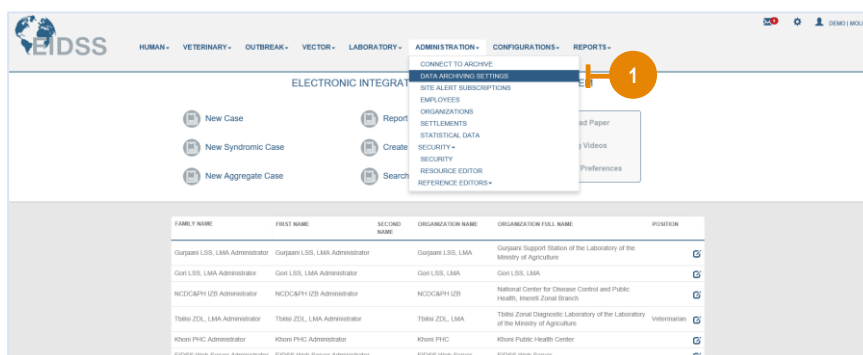# Configure the Data Archiving Settings

An EIDSS user with the appropriate permissions can define the settings for archiving data in the database. This quick guide presents the steps to configure the data archiving settings.

1. From the **EIDSS Dashboard,** choose **DATA ARCHIVING SETTINGS** from the **ADMINISTRATION** drop-down menu. The **Data Archiving Settings** screen appears displaying the current schedule if one exists.

2. Click **Add.** The **Schedule** screen appears.

3. Complete the **Schedule** screen. **Note:** The **Interval of data relevance (in years)** cannot be 0.

> **Tip 1:** To navigate to the desired date, click the **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

> **Tip 2:** To remove existing settings, enter **00:00:00** as the **Start Time;** other fields will reset to null or blank.

> **Tip 3:** To modify an existing schedule, click **Edit.**

> **Tip 4:** To return to the previous screen without saving entered information, click **Cancel.**

4. Click **Submit.** A pop-up appears confirming successful configuration of the data archiving settings.