Archive Records

Asset Panda provides you with the ability to archive your records. This is an excellent ability because it allows you to store the record history of a specific asset, while removing the asset from your overall billable count.

Archiving also:

- prevents discontinued assets from being updated or moved by users.
- prevents loss of history and data that is caused when a record is deleted from the system.

This article covers lots of archiving info and how-to. You can read in order or skip ahead. We fully support doing whatever it is that floats your boat!

- Set user permissions
- Archive records
- View archived records
- Remove records from archived status

Phew. I think we've covered the initial basics. Let's now jump into the how-to of it all!

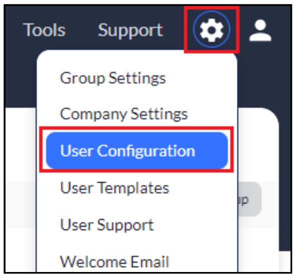
Set user permissions

It's time to learn all about archiving!

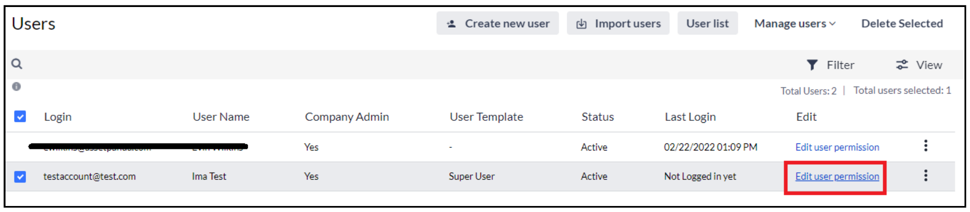
The first thing you'll need to do is update user permissions. (This is likely usually performed by your company administrator, so you may not have permissions unless of course, you are the company admin.)

Specific Users

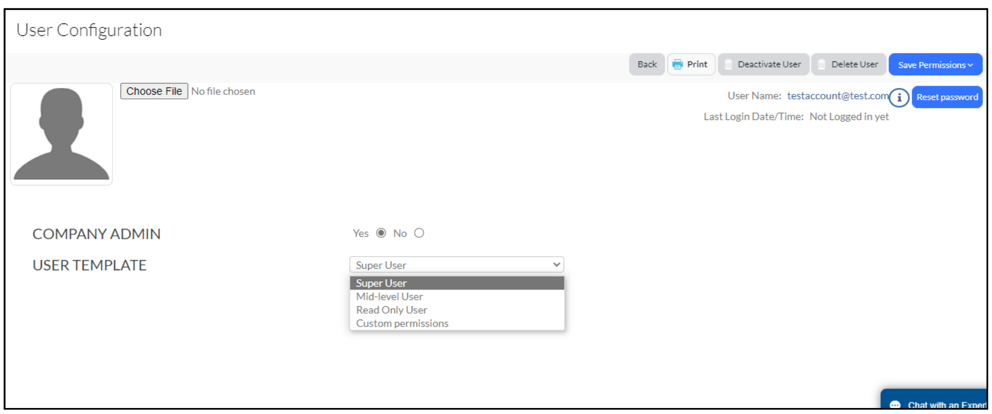
1. Click your settings icon, and then select **User Configuration**.



2. Select the user that you want to enable archiving for, and then select **Edit user permission**.



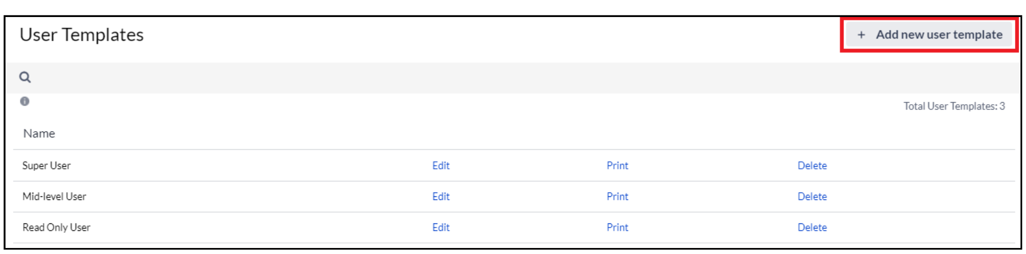
3. Select the permission(s) you want to set for the specific user(s).



Multiple Users

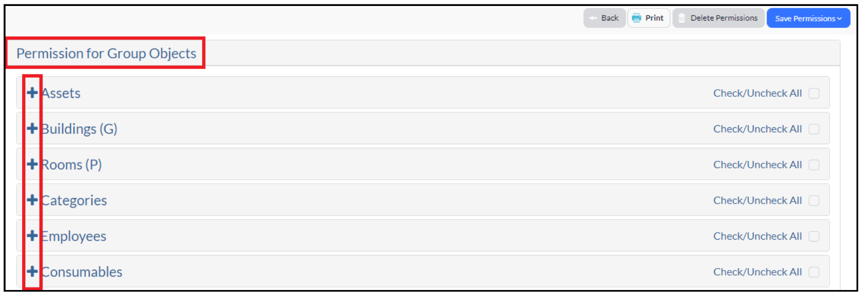
You can also grant permission to multiple users, all at once:

1. Click your settings  icon, and then select **User Templates**.

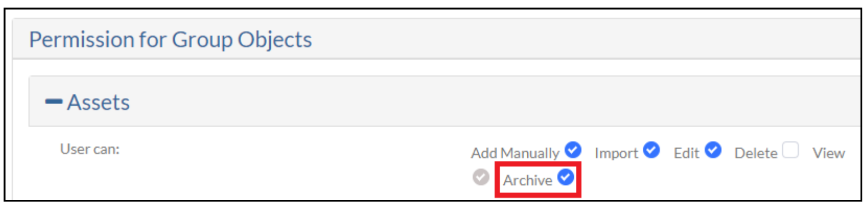


2. Click **Edit** for the type of user you want to grant permissions to. (Don't panic if your screen looks a bit different than our example above. Your users may differ. It's all good.)

3. Scroll down to **Permissions for Group Objects**, and then click the **+** to expand the group in which you wish to enable the archive feature.



4. Click to select the **Archive** option.

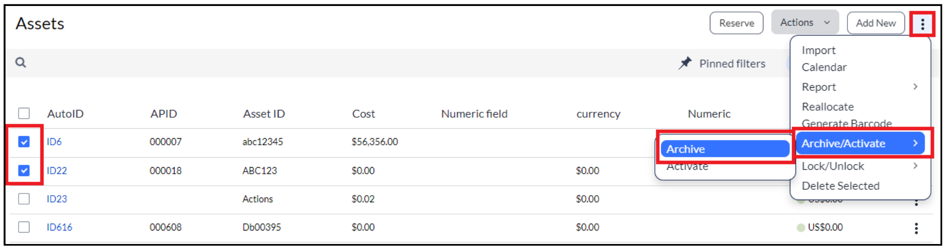


5. Click **Save Permissions** and you're good to go!

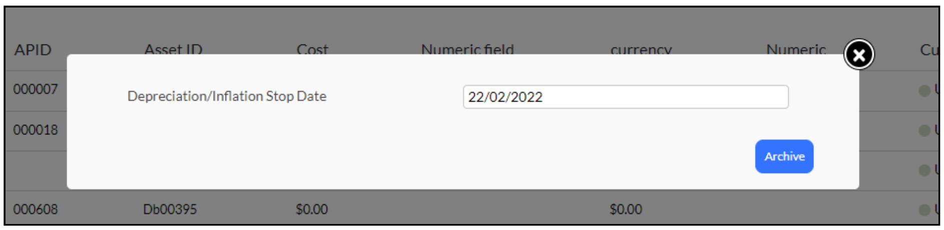
Archive records

Up to this point, we've talked about archiving, *a lot*. Let's now talk about *how* to archive (finally).

1. Navigate to your group. (We're using our **Assets** group in our example.)
2. Select the records you want to archive.
3. Click the ellipses icon, and then select **Archive/Activate**.
4. Select **Archive**.



A message magically appears, asking you to enter the **Depreciation/Inflation Stop Date**.



4. Enter the date, and then click **Archive**.

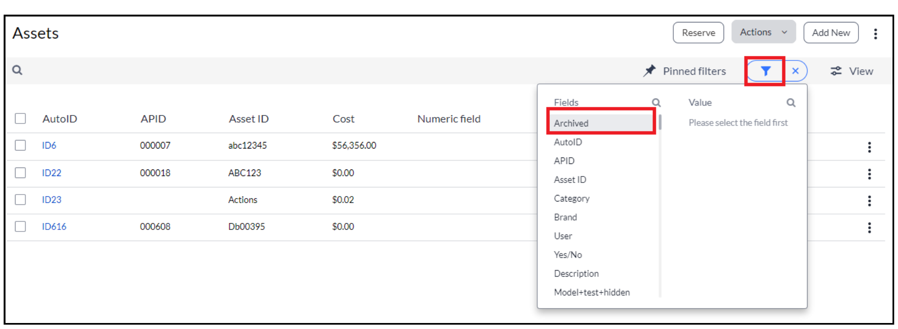
Pretty cool, huh?

View archived records

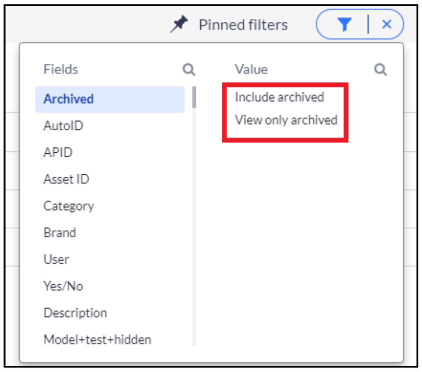
So, it's great to be able to [archive your records]() but what happens when you want to view those archived records and how do you do it?

1. Navigate to the group in which you want to view archived records.

2. Select your filter  icon, and then select **Archived**.



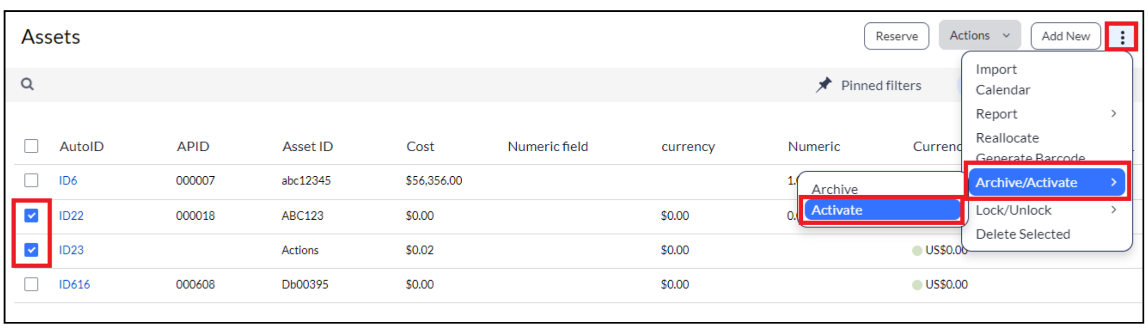
3. You have all the power here because you can select whether to **Include archived**, or **View only archived**.



Remove records from archived status

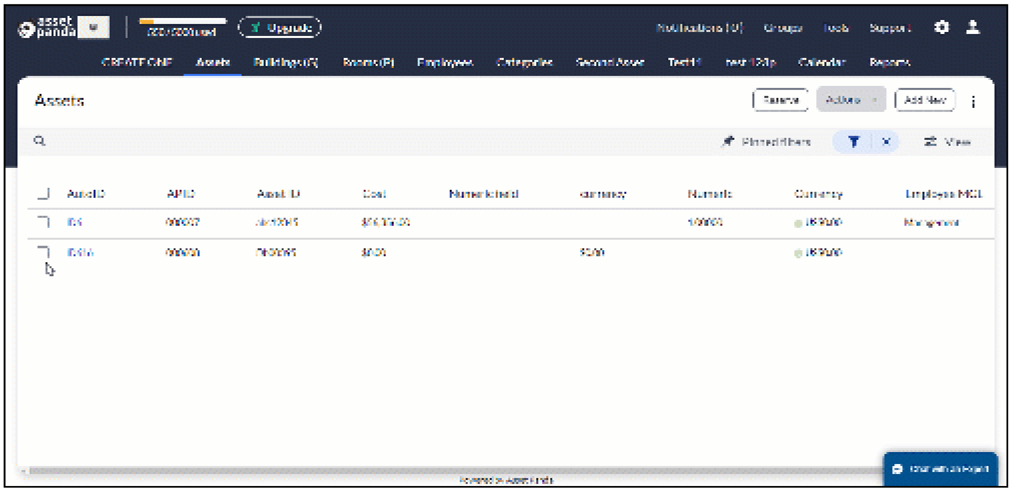
Archiving a record doesn't mean that it must stay that way forever. You can remove it from archived status at any time. This is all accomplished through our **Activate** feature.

1. View your archived records (check out [View Archived Records]() if you need a refresher).
2. Select the archived records you want to activate (remove from archived status).
3. Click the ellipses icon, and then select **Archive/Activate**.
4. Select **Activate**.

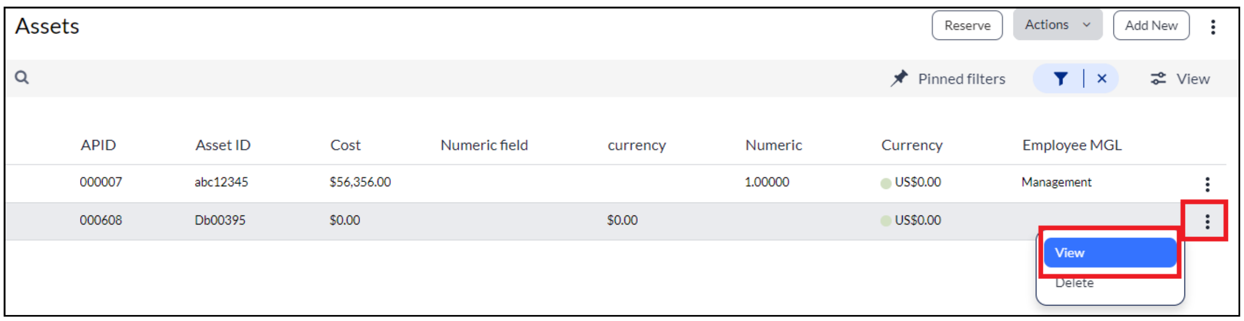


Just like that, they are now removed from archived status and re-activated (hence, the **Activate** feature)!

But wait! There is another way you can remove an individual item from archived status. (We've got lots of tricks up our sleeves.)



1. View your archived records, and then select the record you want to re-activate.
2. Click the ellipses icon of that record (located on the end of the record), and then select **View**.



3. Click the ellipses icon, and then select **Unarchive**.