

# VAX 360 Archive

With the release of the new version of VAX 360 March 25, 2021, we are launching VAX 360 Archive

## The Purpose of VAX 360 Archive

VAX 360 Archive is launched with two purposes, first, to improve the performance on VAX 360, and second, to make it clearer where older documents are located on the user interface. As a result, documents, older than 6 months from the beginning of the current month, will be moved to the archive database as opposed to the operating database. Therefore, only customers with documents older than 6 months will be affected by this change.



Value Added eXchange

The archive will be activated March 25, 2021, and the moving of older documents is expected to be concluded by ultimo April 2021. The changes in the user interface will be enforced when the conversions have started for your documents.

## How Will This Affect You?

The documents, which are older than 6 months, will be moved to the archive, as opposed to their current place in the operating database. However, you will still have the option of finding and exporting these documents in VAX 360. If you wish to see documents older than 6 months, simply choose the option of “Include archive in search” when searching for documents. The archived documents will be placed at the bottom of the search results and have a grey background color. This is illustrated on the following page of this document.

## Functionality on The Individual Documents

There will be limitations on the functionality of the documents in the archive. It will not be possible to do the following:

- Re-treat archived documents
- Re-send archived documents
- Add or remove appendixes

However, it will always be possible to export the archived documents, and thereafter import them to VAX 360 again.

## Search Functionality

When searching through documents, the field “include archive in search” must be marked to include the archived documents in the search. This is illustrated on the image.

**Note!** Be attentive to the fact that saved searches will not include searching the archive.

Opret søgning

**System data**

Dokument grupper

- Applikationsmeddelelse
- Katalog
- Katalog slet
- Katalog artikelopdatering
- Katalog prisopdatering
- Katalog anmodning
- Kreditnota
- Faktura

Connectors

- Receiving
- Attachment
- Converter
- FTP
- Function
- SelfService
- SFTP
- Upload
- VaxTransferInd

Dokument status

- Status ind
- Ikke sat
- Processerer
- Ok
- Fejl
- Status ud
- Ikke sat
- Klar

Åben/Lukket status

Dynamisk tidsbegrænsning  Tidsbegrænset

Åben:

**Dokument data**

Dato: Fra dato:  Til dato:

Nummer:

Modtager endepunkt:

Afsender endepunkt:

Leverandør juridisk id:

Moms nr:

Indklud arkiv i søgning

## Search Results

When a search with the archive included has been conducted, the results will show the none-archived documents first, followed by the archived. The results from the archive will be marked with a grey background, as is illustrated on the image.

Dokumentoversigt

Filter visning

<input type="checkbox"/>	Oprettet	Ind	Ud	Ack.	Lukket	Dokumenttype
<input type="checkbox"/>	24/02/2021 13.48.42	X				Faktura
<input type="checkbox"/>	24/02/2021 13.48.42	X				Faktura
<input type="checkbox"/>	24/02/2021 13.48.41	X				Faktura
<input type="checkbox"/>	24/02/2021 13.48.41	X				Faktura
<input type="checkbox"/>	24/02/2021 13.48.40	X				Faktura
<input type="checkbox"/>	24/02/2021 13.48.39	X				Faktura
<input type="checkbox"/>	24/02/2021 13.48.39	X				Faktura
<input type="checkbox"/>	24/02/2021 08.26.44	X				Faktura
<input type="checkbox"/>	24/02/2021 08.26.36	X				Faktura
<input type="checkbox"/>	08/02/2020 08.34.16	X				Faktura
<input type="checkbox"/>	08/02/2020 08.34.16	X				Faktura
<input type="checkbox"/>	08/02/2020 08.34.16	X				Faktura

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The purpose with VAX 360 Archive is as mentioned to optimize performance and make older documents more visible in the user interface. Should you require additional guidance in VAX 360 Archive or have any questions regarding the update, our support division is available to help.