

NAVIGATOR PRO

Archiving

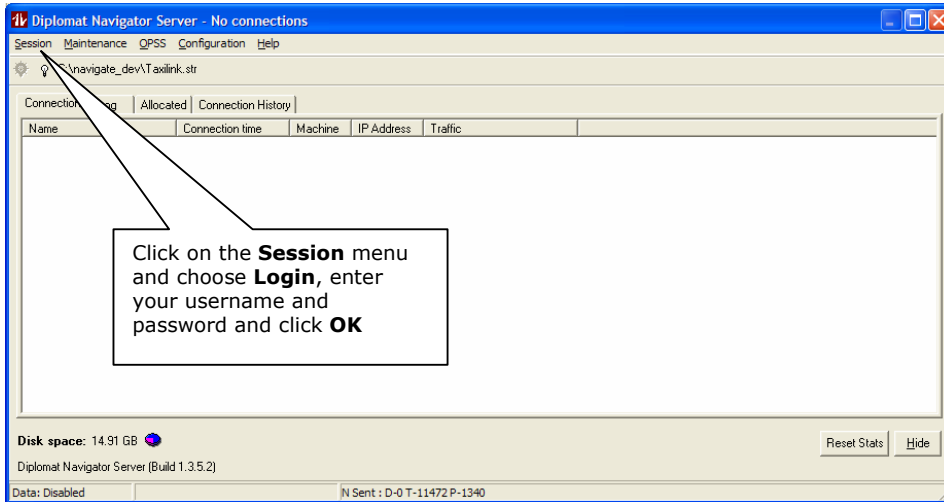
How to archive old bookings, statements & invoices

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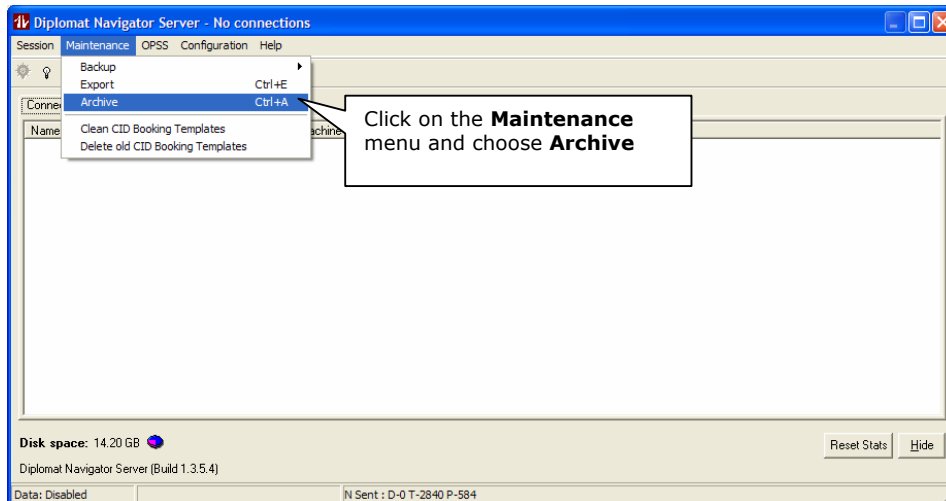
3. The Navigator Server window will open...



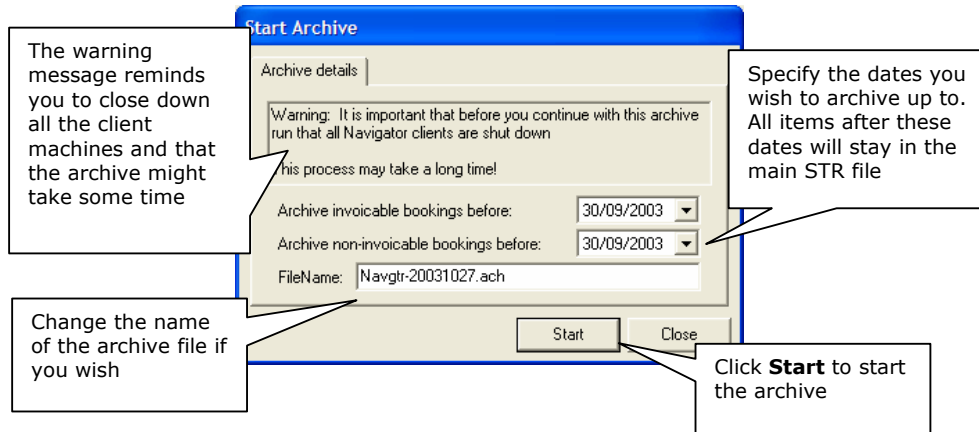
3. Click on the **Session** menu and choose **Login**

4. Enter your username and password and press **ENTER** or click **OK**

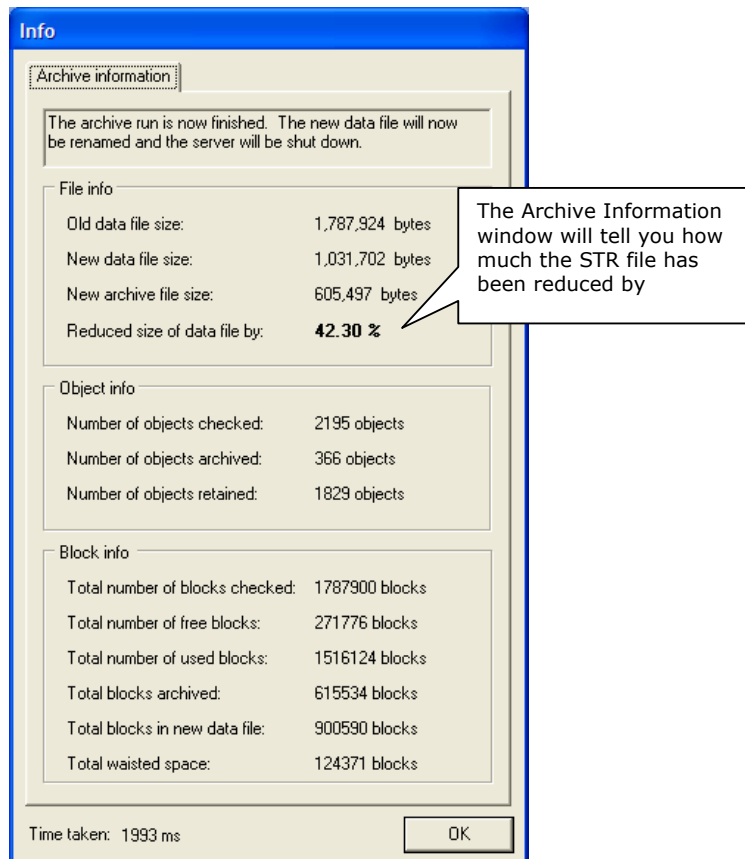
5. Click on the **Maintenance** menu and choose **Archive**



6. A window will appear on which you can specify the dates you wish to archive up to and a default name for the archive file will appear in the **File Name** field – the default file name is **Navgtr-todays date.ach**. You can change the archive name if you wish into something more recognisable.



- When the archive has finished, an information screen appears telling you the result of the archive...

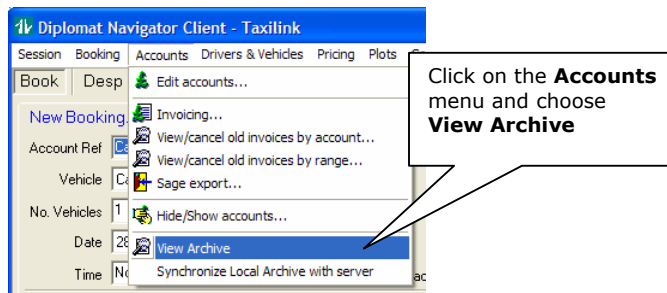


- Click **OK** to finish.
- All the client machines can now log back on again.

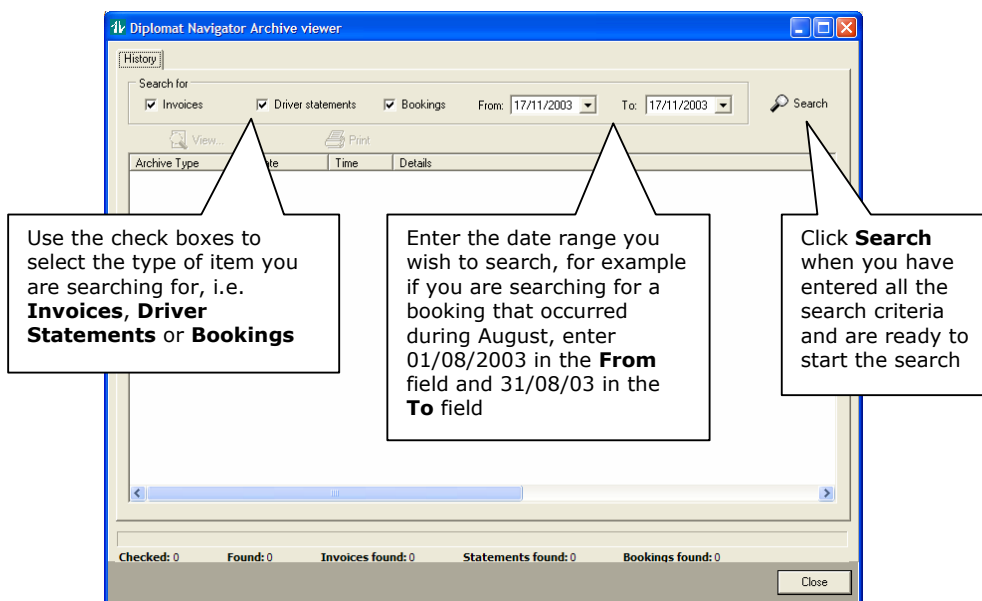
Viewing an archive on the server

The archives are kept on the server and viewing their contents is an easy process...

1. Log into Navigator on the server (STN 1)
2. Click on the **Accounts** menu
3. Choose **View Archive**

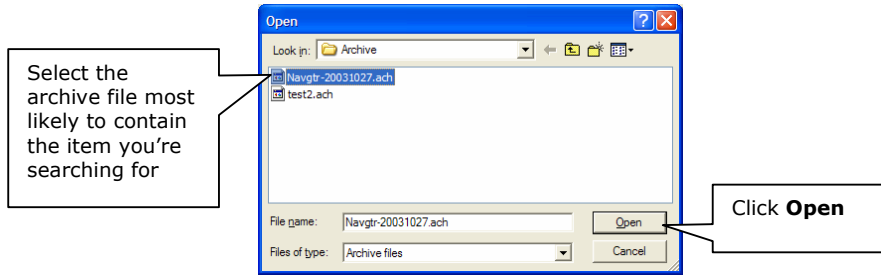


4. The Archive Viewer window will appear...

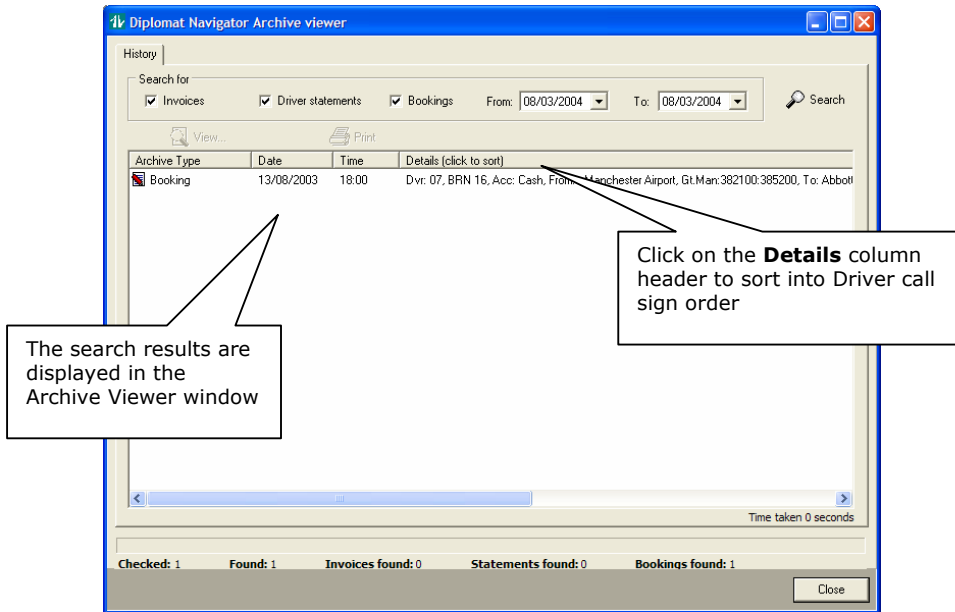


5. Use the check boxes to specify which type of item you're searching for, i.e. invoices, driver statements or bookings.
6. Use the **From** and **To** fields to specify a date range that the item is likely to fall into.
7. When all the search criteria has been entered, click on the **Search** button
8. The Open archive dialog box will appear showing all the archive files on the server in the C:\Navigate\Archives folder
9. Select the archive most likely to contain the item you are searching for. The archive file name contains the date that the archive was run on, for example, *Navgtr-20031027.ach* was run on 27 October 2003

(the archive date is shown backwards) and then click **Open**. Hopefully you will have been naming your archive files so they are easily recognisable.

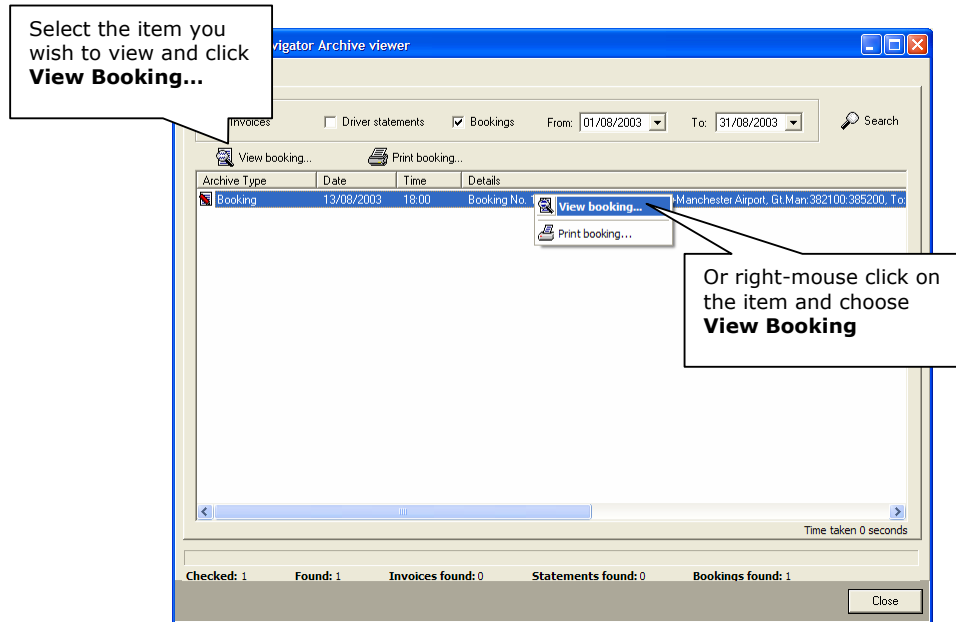


10. The Archive Viewer will then display the search results in the window...



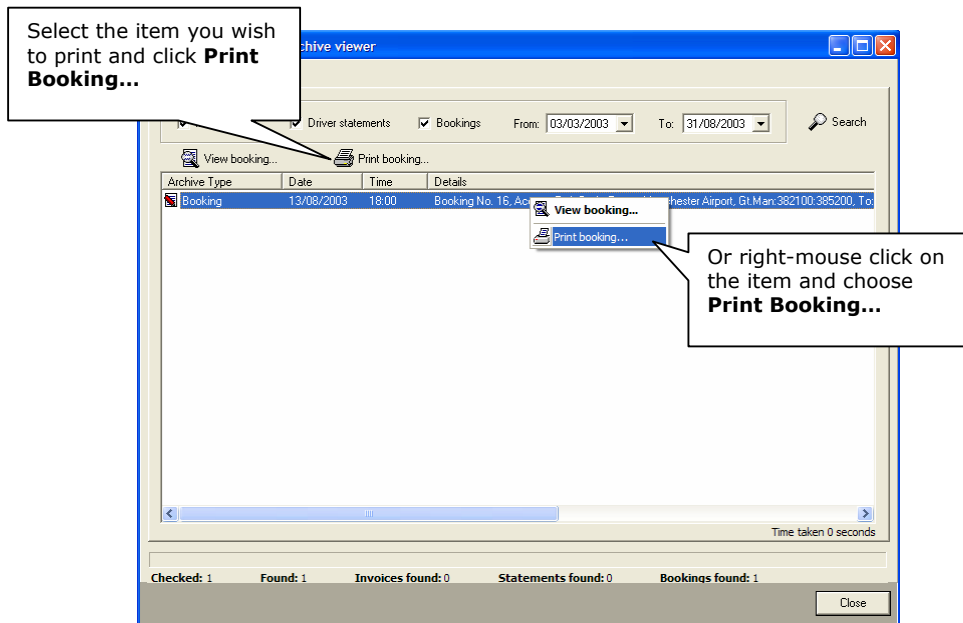
Viewing an archived item

1. If you want to take a closer look at any of the archived items, right-mouse click on the item and choose **View Booking**



Printing an archived item

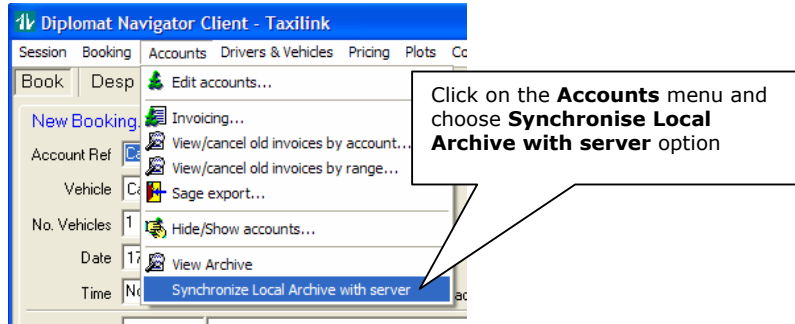
1. If you want to print any of the archived items, right-mouse click on the item and choose **Print Booking**



Viewing an archive on one of the other workstations

Normally the archives are kept on the server, but you can pull down copies of the archives onto the other workstations. Once the initial synchronisation has been done, subsequent synchronisations will just update the archive folder with any new archives rather than copying the whole lot every time. Be warned, if there are lots of archive files, the initial synchronisation may take some time.

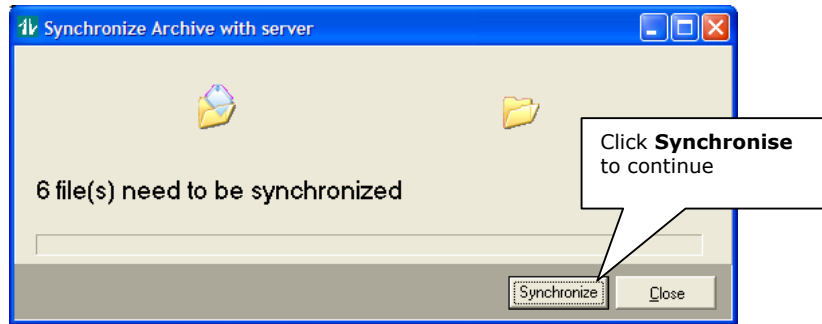
1. On the workstation you wish to synchronise, click on the **Accounts** menu
2. Choose the **Synchronise Local Archive with server** option



3. On the warning message click **OK** to continue



4. A message box will appear telling you how many archive files need to be synchronised, click **Synchronise** to continue



5. When the synchronisation is complete a message will be displayed...

