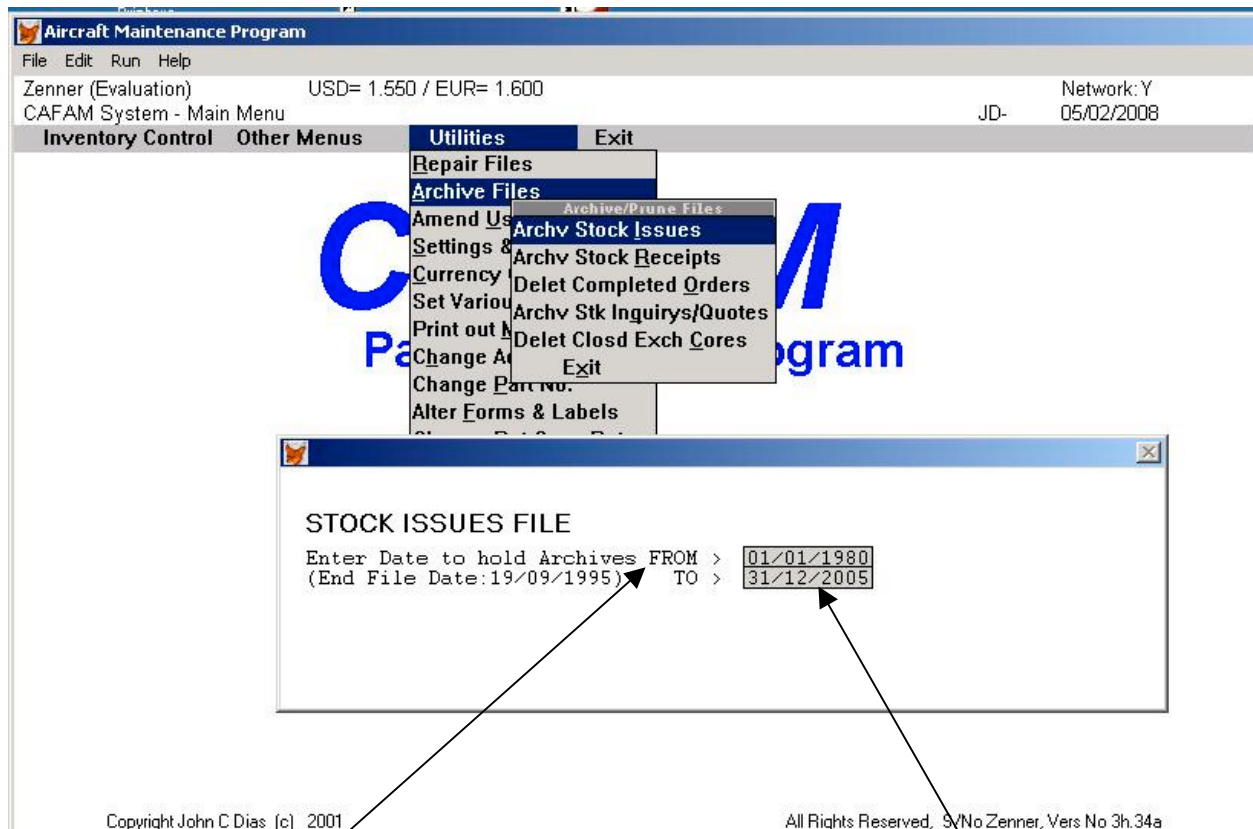## ARCHIVING NOTES



**CAUTION NOTES:**

1. Set the Date "FROM" to go as far back in time as you require, e.g. 1980 in the example.

2. If you set this date e.g. to 01/01/2000, then any records before this date will be deleted forever

3. Records after this date will be retained and archived up to the date you set in the "TO", e.g. 31/12/2005 in the example

4. Records after this date will be deemed current records

5. CAFAM Reports will automatically look for the archived records if the date range you set in the appropriate Report Sub-menu is within the date range