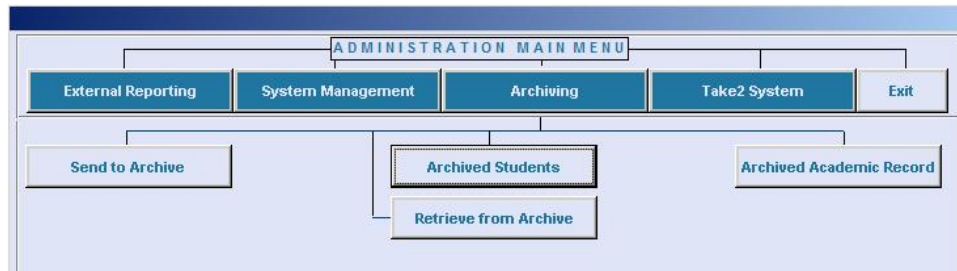


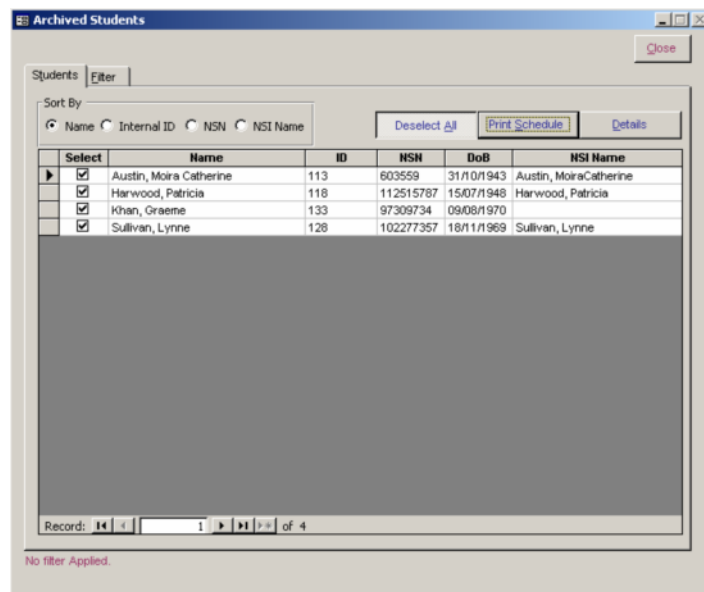
Retrieving from an Archive

In the Administration Menu **click** on the **Archiving** menu button.



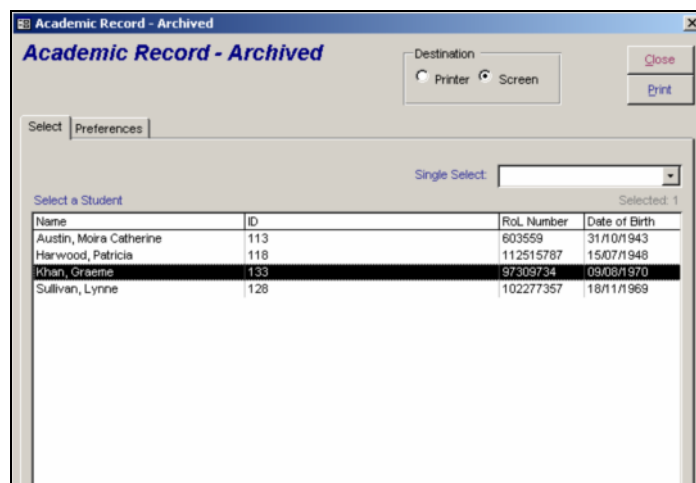
Viewing an Archived Student

To view the personal details of an archived student **click** on the **Archived Students** button.



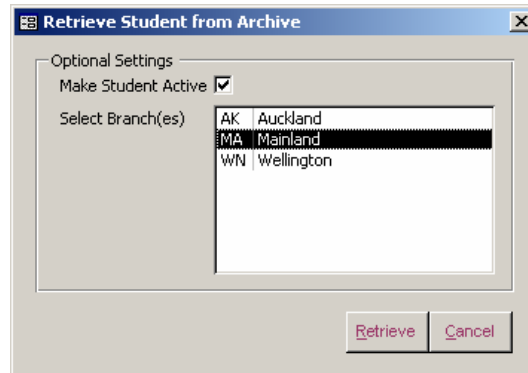
Printing an Academic Record

To print an academic record for an archived student **click** on the **Archived Academic Record** button, select a student, and click **Print**.



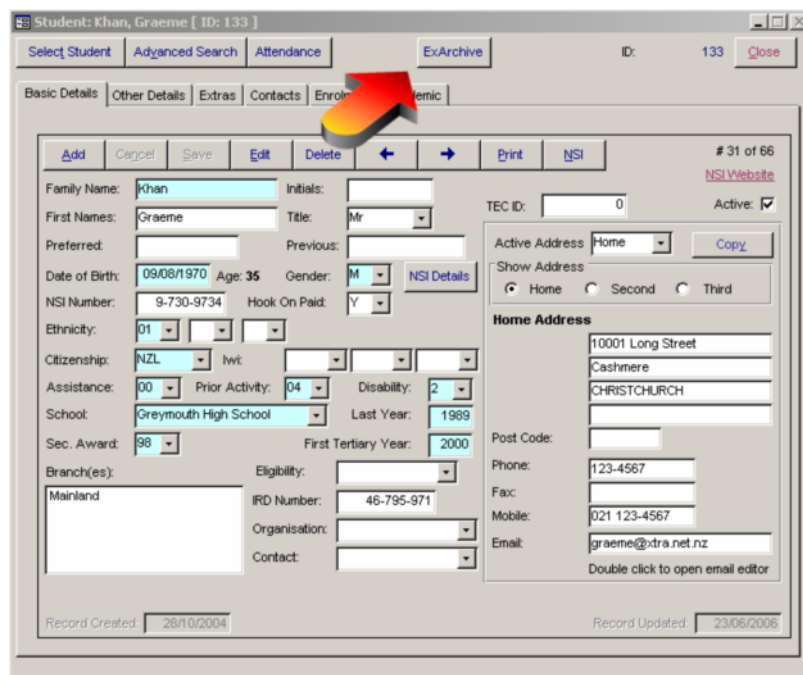
Retrieving a Student from Archive

To retrieve a student from the archive click on the **Retrieve from Archive** button, select the student, and then indicate whether the student is to be marked as active when retrieved, plus designate which branch, if any, the student is to be attached to.



The screenshot shows a dialog box titled "Retrieve Student from Archive". It has a close button in the top right corner. Inside the dialog, there is a section for "Optional Settings" with a checked box for "Make Student Active". Below this is a "Select Branch(es)" section with a list box containing three items: "AK Auckland", "MA Mainland" (which is highlighted), and "WN Wellington". At the bottom of the dialog are two buttons: "Retrieve" and "Cancel".

A student who has been retrieved from archive becomes visible in the Main Module and, on the *Students* form you will see an **Ex Archive** button.



The screenshot shows a student record form for "Student: Khan, Graeme [ID: 133]". The form has several tabs: "Select Student", "Advanced Search", "Attendance", "Ex Archive", and "Close". The "Ex Archive" button is highlighted with a red arrow. Below the tabs are several sections for student details, including "Basic Details", "Other Details", "Extras", "Contacts", "Enrolment", and "Academic". The "Basic Details" section contains fields for Family Name (Khan), First Names (Graeme), Date of Birth (09/08/1970), Age (35), Gender (M), NSI Number (9-730-9734), Ethnicity (01), Citizenship (NZL), Assistance (00), Prior Activity (04), Disability (2), School (Greymouth High School), Last Year (1989), Sec. Award (98), and First Tertiary Year (2000). The "Home Address" section contains fields for Address (10001 Long Street), City (Cashmere), Region (CHRISTCHURCH), Post Code, Phone (123-4567), Fax, Mobile (021 123-4567), and Email (graeme@xtra.net.nz). The form also includes a "Record Created" date of 28/10/2004 and a "Record Updated" date of 23/06/2006.

Clicking the button opens an *Ex Archive* form. This form displays the student's academic outcomes, even if the relevant curriculum records have been retired, and in the case of the offered curriculum elements, have been deleted.