

## Archiving in MediEase 3.30+

1. Log into MediEase with an Administrator ID and password.
2. From the MediEase Menu choose **File / Archive / Archive**. This will open the **Archive** window. (Note: There is predefined criteria for Updated (Immunization), Updated (Import) and Updated (User) must be before Today. These can be deleted or edited by clicking on the corresponding buttons.)
3. Here you can add edit or delete the criteria for a patient you would like to archive.
4. To add criteria click the **Add** button. This will bring up the **Select** dialog box, which displays each demographic field that is contained in your **Patient Information Folders** (both **Pre-defined** and **User-defined**). To choose a field – highlight it by clicking on it and then click on **OK** to choose it (or **Cancel** to cancel the selection).
5. This will bring the **Choose Items to include** dialog into view. The choices are selected and deselected by clicking on the choice to highlight it. Click on either of the single red arrows to move it to the opposite field. Finally clicking on the **OK** to confirm the selections or clicking **Cancel** to cancel the selections.
6. Repeat Steps 4 and 5, if you are archiving based on more than one demographic field.
7. Click the **Archive Now** button. This will archive all associated student records based on the criteria.

Note: To edit or delete criteria, highlight it and click either **Edit** or **Delete**. Clicking **Edit** will bring the **Choose Items to include** dialog into view. Follow step 5 to edit criteria as you wish. Clicking **Delete** will bring the **Confirm** dialog into view, clicking **Yes** will delete the criteria and clicking **No** will cancel the deletion.