

# Viewing Archived Data

The Administration Area has a link to 'View Hidden Projects' and this is a display of all projects that have been archived



The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: **Administration** (highlighted), Client Management, Create New Project, User Management, Group Management, Project Management, Edit Project Template, View Hidden Projects, and **Tools** (highlighted). To the right of the menu is the main content area. At the top of this area is a breadcrumb trail: Tools | Contact Directory | Misc. | Project Specific. Below this is the heading **Administration**. Underneath is the section **User Management:** with the text 'Create users and assign projects.' followed by a bulleted list: 'Modify user info., including password', 'Give access to projects and display user in project's contact directory', and 'Disable log in option'. Below this is the section **Group Management:**.

The screenshot shows a web browser window titled 'Project Selection Page'. The address bar contains the URL [www.usgndemo.com/cgi/projFilter.cgi?\\_archived=1](http://www.usgndemo.com/cgi/projFilter.cgi?_archived=1). Below the browser window is a section titled 'Projects'. It features a toolbar with icons for menu, undo, edit, add, users, calendar, globe, search, and list. Below the toolbar is a list of project names: 'Standard Costs Template', 'NorthEast 1st Qtr', 'NorthEast 2nd Qtr', 'NorthEast 3rd Qtr', 'NorthEast 4th Qtr', 'SouthEast 1st Qtr', and 'SouthEast 2nd Qtr'. Above the list is a header row with the text 'Create New - Search - Flip Logs - Extended Sorting'.

Archived projects are projects that are no longer active and are not typically included when reports or multi-project logs are run.

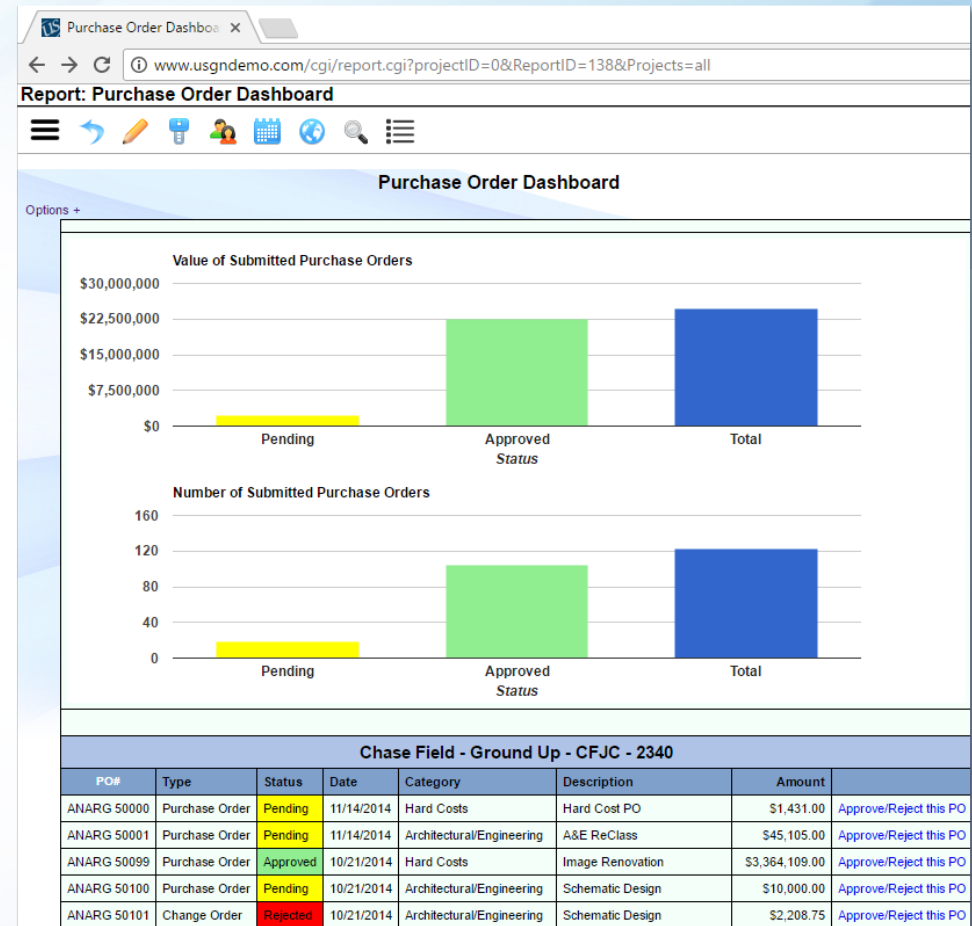
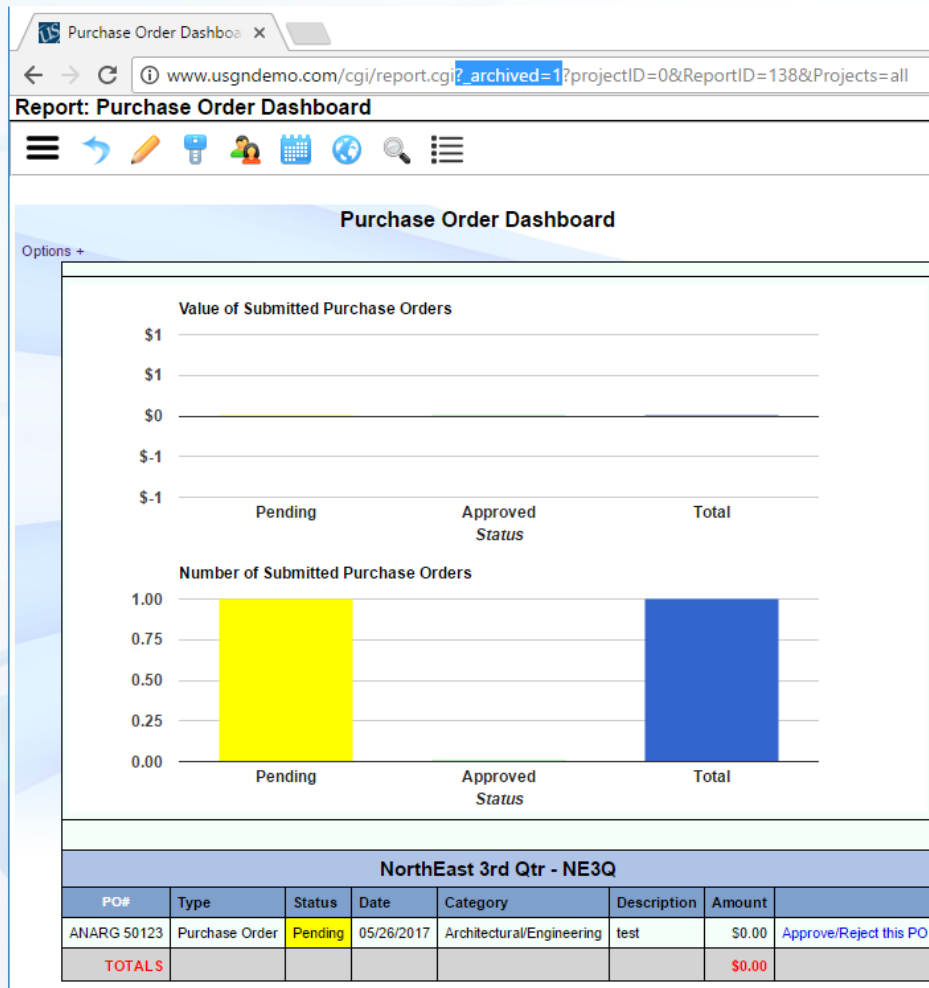
However, there are some cases where you do want to see the archived projects in a report or a multi-project log. The key to do that lies in the end portion of the url on the left: **?\_archived=1**

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The report on the right is run on all projects.  
All 'active' projects are displayed.



Insert '?\_archived=1' into the URL



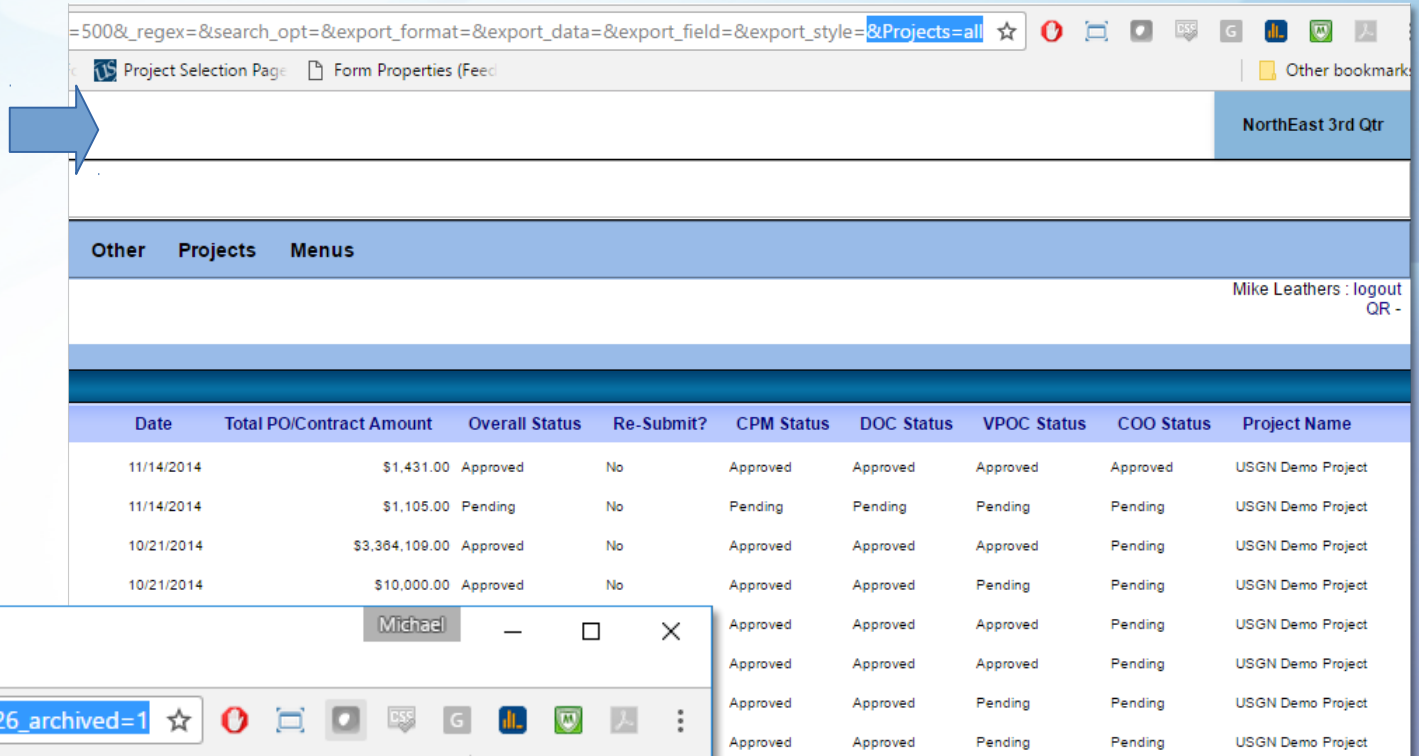
The report on the left has the archive code inserted into the URL and will now display all of the archived projects in the same report.

On a report, add '?\_archived=1' after report.cgi

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The multi-project log on the right is run across all projects. All 'active' projects are displayed in this form.

Insert '%26\_archived=1'  
into the end of the URL



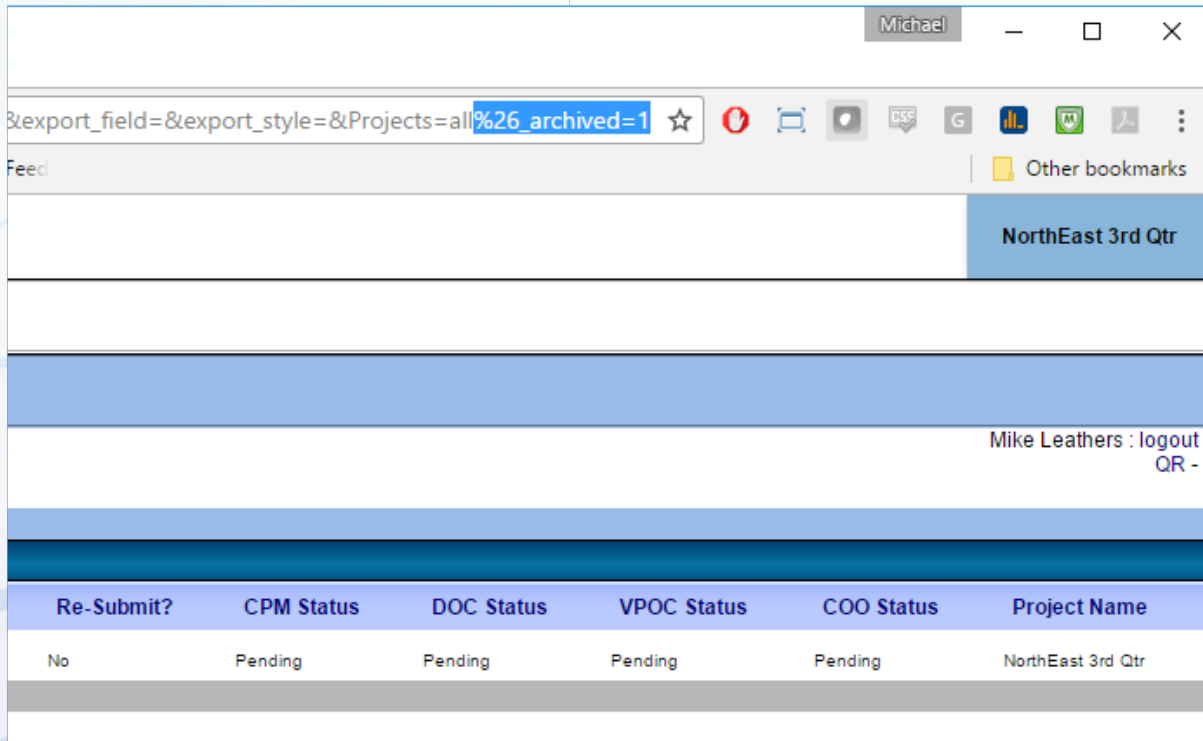
Project Selection Page | Form Properties (Feed)

NorthEast 3rd Qtr

Other Projects Menus

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Date	Total PO/Contract Amount	Overall Status	Re-Submit?	CPM Status	DOC Status	VPOC Status	COO Status	Project Name
11/14/2014	\$1,431.00	Approved	No	Approved	Approved	Approved	Approved	USGN Demo Project
11/14/2014	\$1,105.00	Pending	No	Pending	Pending	Pending	Pending	USGN Demo Project
10/21/2014	\$3,364,109.00	Approved	No	Approved	Approved	Approved	Pending	USGN Demo Project
10/21/2014	\$10,000.00	Approved	No	Approved	Approved	Pending	Pending	USGN Demo Project
		Approved		Approved	Approved	Approved	Pending	USGN Demo Project
		Approved		Approved	Approved	Approved	Pending	USGN Demo Project
		Approved		Approved	Approved	Pending	Pending	USGN Demo Project
		Approved		Approved	Approved	Pending	Pending	USGN Demo Project



Michael

Feed

NorthEast 3rd Qtr

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Re-Submit?	CPM Status	DOC Status	VPOC Status	COO Status	Project Name
No	Pending	Pending	Pending	Pending	NorthEast 3rd Qtr

The archived projects are now displayed.