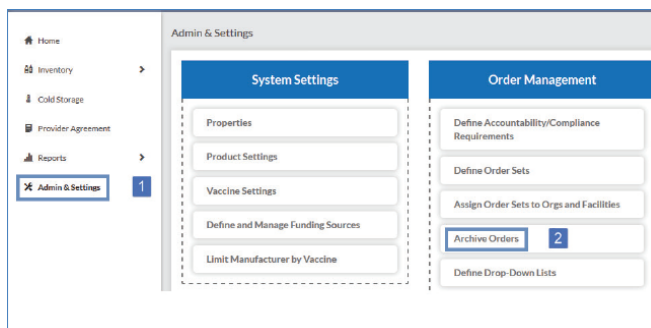


# Archive Orders

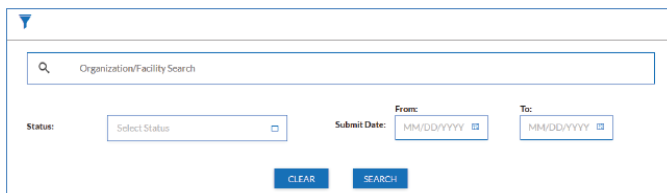
Users with the Vaccine Ordering Management permission can archive approved, shipped, and ready-for-pickup orders. The Archive Order functionality helps administrator(s) archive orders from facilities that do not use the registry to manage inventory, since their orders are never officially received.

## Archive Orders

1. Log-in to VOMS.
2. Click the **Admin & Settings** link in the navigation menu.
3. Click the **Archive Orders** button in the Order Management section.



4. On the **Archive Order** page that opens, enter search criteria and click **Search** to locate the order to archive. The search parameters include:
  - **Organization/Facility** – Search for an order for a specific organization, facility, or PIN
  - **Status** – Search for all orders, or for an order with a specific status, such as Approved, Shipped, or Ready for Pickup
  - **Submit Date** – Enter a From and To date to search for an order within a specific date range



5. Search results that meet the search criteria appear in the **Search Results** list. To sort the list, **click** on a **column header**.

Search Results						
Selected	Organization/Facility PIN	Order #	Submit Date	Approved Date	Shipping Date	Status
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	117054	10/01/2014	10/02/2014		Approved
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	107928	07/01/2014	07/07/2014	07/09/2014	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	106340	06/02/2014	06/11/2014	06/17/2014	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	104774	05/01/2014	05/13/2014	05/19/2014	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	101480	04/01/2014	04/11/2014	04/16/2014	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	77067	07/01/2013	07/08/2013	07/08/2013	Shipped
<input type="checkbox"/>	Child and Adolescent Clinic/Child and Adolescent Clinic 156009	74696	05/01/2013	05/08/2013	05/08/2013	Shipped

Displaying 10 Results per Page

6. Either **select** individual orders to archive or click the **Select All** button to select all of the orders to be archived.
7. Once the orders are selected, click **Archive** to archive them. The orders are immediately archived and removed from the list.
8. To search for an archived order, use the Search History feature. (See the *Search History Quick Reference Guide*.)