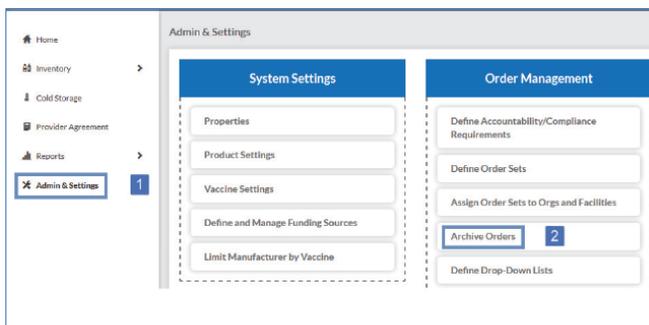


Archive Orders

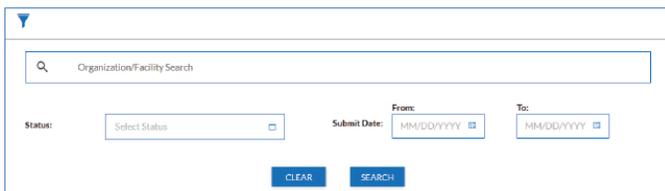
Users with the Vaccine Ordering Management permission can archive approved, shipped, and ready-for-pickup orders. The Archive Order functionality helps administrator(s) archive orders from facilities that do not use the registry to manage inventory, since their orders are never officially received.

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*.)