

# Chapter 5: Archiving Logbook Entries to the CRL Database

Once a logbook entry has been archived, the entry gets “set in stone”. The only change you can make is to add an annotation, as described in section 8.5 *Annotating Archived Entries*. In this chapter we describe how to archive your logbook entries.

## 5.1 About Archiving Logbook Entries

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### 5.1.1 General Information for All Entry Types

You can select one or more particular entries to archive (entry selection is described in section 4.2 *Selecting Logbook Data*), or you can choose to archive all the entries in the input container that have not been previously archived. Entries that contain no data do not get archived. Each entry gets archived as a whole; you cannot archive part of an entry. When an entry is archived, its checkpoint file, if any, gets deleted. There is no confirmation prompt on archive.

You can choose to add the entry to an existing thread when you archive it. You can create a new thread at archive time and link the entry to it. Threading is described in Chapter 7: *Threading Logbook Entries*.

After an entry is archived, it cannot be changed or deleted; it can be annotated. It can be removed from the input container, but not from the database. Before archiving, verify that the logbook entries you plan to archive are complete and that they explain/display the experimental conditions and events clearly.

Depending on the login configuration of your installation (see Chapter 2: *Invoking and Logging Into CRL*), the operator names that are associated with an entry as it gets archived are:

- for the “username and password” configuration, those in the **ENTRY SIGNERS** list (see section 2.3.1 *About the Entry Signers Feature*). If the list is empty, the entry will be logged under the operator name “Anonymous”.
- for the “password and PIN” configuration, all usernames sharing the PIN that is entered

For form entries, a system may be configured such that when the **CRL** user archives this type of entry:

- a dialog box appears and allows the user to save the form data for eventual inclusion into a later form entry.
- an email message gets sent automatically to one or more preconfigured email addresses. The message contains the entry in html format. The **CRL** user is not alerted if/when email is sent.

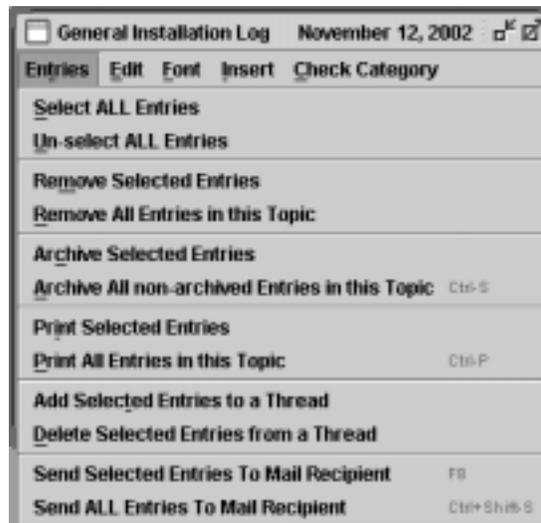
For any form entry containing a table, the buttons **ADD NEW ROW** and **DELETE A SELECTED ROW** are no longer displayed after archive. This is also true for **REPEAT** and **DELETE** on a repeat block.

Cells within a table are scrollable when an archived entry is restored via a search in **CRL**.

## 5.2 Archiving Entries

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First determine what you want to archive, pull down the **ENTRIES** menu or right-click to pop it up, then choose the appropriate menu option:



Archive individually selected entries:

first select the entries, then choose **ARCHIVE SELECTED ENTRIES**

Archive all non-archived entries:

press **CTRL-S**

or choose **ARCHIVE ALL NON-ARCHIVED ENTRIES IN THIS TOPIC**

If your **CRL** installation uses the “password and PIN” login configuration, you will be prompted for a PIN for each individual entry you attempt to archive. If you’ve selected several entries, the prompt will pop up each time the application is ready to process the next entry.

## 5.3 Removing Archived Logbook Entries from View

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There are two menu options for removing logbook entries: **REMOVE SELECTED ENTRIES** and **REMOVE ALL ENTRIES IN THIS TOPIC**. As mentioned in section 4.1 *Input Container Menu Options*, when operating on an archived entry, the entry is removed from the container only. The archived entry is no longer displayed in the container window, but it remains unchanged in the database.

To remove a single archived entry or a set of hand-picked archived entries, first select each entry as described in section 4.2.1 *Select/Deselect Single or Multiple Entries*. Then choose **REMOVE SELECTED ENTRIES** from the **ENTRIES** menu. **CRL** does not prompt for confirmation before the removal of archived entries.

To remove all archived entries from the container, simply choose **REMOVE ALL ENTRIES IN THIS TOPIC** from the **ENTRIES** menu. Note that any non-archived entries in the container will be permanently deleted (see section 4.3.5 *Delete Entries*), subject to confirmation.

## 5.4 Entries Left Unarchived

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If an entry is left too long without being archived (where “too long” is a value determined and set by your **CRL** admin), your system may send messages periodically to ask you to address it. In this case, a window appears at set intervals listing the header of the entry in question, and it provides three options:

**SCROLL TO ENTRY**

This takes you to the entry in its input container. The entry may be on your desktop or another.

**DO NOTHING NOW**

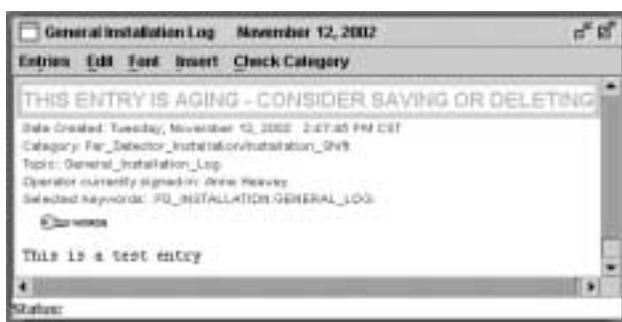
As you’d suspect, nothing happens and the periodic messages continue.

**STOP REMINDING ME! (THIS ENTRY ONLY)**

This stops the periodic messages for the given entry, but does nothing else.



The system also tags the unarchived entry in question with a note: THIS ENTRY IS AGING - CONSIDER SAVING OR DELETING:



The note is informational only and does not become part of the entry once it is archived. After the entry is archived or deleted, the messages for that entry cease.