

Code Archive

24/10/2024 2:20 pm BST

Summary

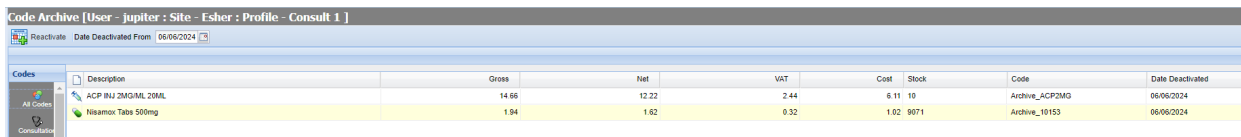
Codes can be deactivated if they are no longer required. These deactivated codes are stored and can be accessed in the Code Archive screen (Administration > Code Entry > Code Archive).

Details

Archived Codes

Viewing Deactivated Codes

1. Specify the 'Date Deactivated From' **date** to filter de-activated codes.
2. Specify the type of codes you wish to view using the left-hand side **Code Type** options.



The screenshot shows the 'Code Archive' interface. At the top, there's a header bar with the text 'Code Archive [User - jupiter : Site - Esher : Profile - Consult 1]'. Below this is a sub-header with a 'Reactivate' button and a 'Date Deactivated From' filter set to '06/06/2024'. The main area is a table with columns: Description, Gross, Net, VAT, Cost, Stock, Code, and Date Deactivated. Two rows are visible: 'ACP INJ 2MG/ML 20ML' and 'Nisamox Tabs 500mg'. The 'Date Deactivated' column shows '06/06/2024' for both. On the left side, there's a sidebar with 'All Codes' and 'Consultation' options.

Description	Gross	Net	VAT	Cost	Stock	Code	Date Deactivated
ACP INJ 2MG/ML 20ML	14.66	12.22	2.44	6.11	10	Archive_ACP2MG	06/06/2024
Nisamox Tabs 500mg	1.94	1.62	0.32	1.02	9071	Archive_10153	06/06/2024

Re-activating a Code

It is possible to re-activate a code and return it to the active codes.

1. Select the desired code item from the list.
2. Select the **'Reactivate'** button.

The code will now display in code entry as it previously was. If any changes need to be made to the code including the price, this will need to be done manually and will not automatically update without doing a price update.