

# Archive Applications

## Archive Application in Final Stage

Once an application is approved its stage will be updated to “Final Outcome”. The user will have the option to archive the plan. By archiving the plan it will not be lost, but merely moved to a different Web Part.

*Step one:* Select the Action button of the applicable plan in Final Outcome stage which you would like to Archive.

**Building Plan Applications**

Drag a column header here to group by that column

| Action | Object Ref             | Owner | Street Name                  | Erf / Farm | Stage         | Registration Number        | Plan Number | Age |
|--------|------------------------|-------|------------------------------|------------|---------------|----------------------------|-------------|-----|
| ...    |                        |       |                              |            | final         |                            |             |     |
| ...    | Action                 |       | 0                            | 0          | Final Outcome | 0                          | 854/2018    | 0   |
| ...    | Open Attachment        |       | Trish Test 2017/10/11 Street | 1234       | Final Outcome | Trish Test 2017/10/11 prac |             | 0   |
| ...    | Detail                 |       | test counter 2               | test       | Final Outcome | test counter 2             |             | 0   |
| ...    | Relationships          |       | test counter                 | test       | Final Outcome | test counter               |             | 0   |
| ...    | Notes                  |       | test                         | test9      | Final Outcome | test                       |             | 0   |
| ...    | Workflow history       |       | Test                         | TEST1      | Final Outcome | Test                       |             | 0   |
| ...    | Audit Trail            |       | Test                         | TEST       | Final Outcome | Test                       | 248165      | 0   |
| ...    | Folders                |       |                              |            |               |                            |             |     |
| ...    | Archive BC Application |       |                              |            |               |                            |             |     |

No data to display

*Step two:* Confirm that you would like to archive the BC Application by ticking the checkbox and the Submitting the task.

Once you submit the task: The application will be moved to the Archived BC Application Web Part at the bottom of you Building Plan Applications Site. Below is an example of this Web Part.

**Archive BC Application**

359680,      

Stage Final Outcome

Town Paarl

Archive BC Application \* ☒

Submit Save Close

*Step three:* Archived plans can be located in the Web Part as seen below.

**Archived Application Guide**

The archive action is available against all applications in 'Final Outcome' stage from the Building Plan Application Web Part. Its purpose is to separate approved applications from those still in progress.

**Archived Applications**

| Action | Owner       | Street Name                | Erf / Farm | Stage         | Registration Number | Plan Number |
|--------|-------------|----------------------------|------------|---------------|---------------------|-------------|
| ...    | test        | test                       | 0          | Final Outcome | test                | 395470      |
| ...    | Owner Name* | Street / Access Road Name* | 0          | Final Outcome | 0                   | 394013      |
| ...    | 0           | 0                          | 0          | Final Outcome | 0                   | 360412      |
| ...    | 0           | 0                          | 0          | Final Outcome | 0                   | 854/2018    |
| ...    | Mel         | Twiewararwver              | 54546      | Final Outcome | test                |             |
| ...    | Test        | Test                       | TEST       | Final Outcome | Test                | 248165      |