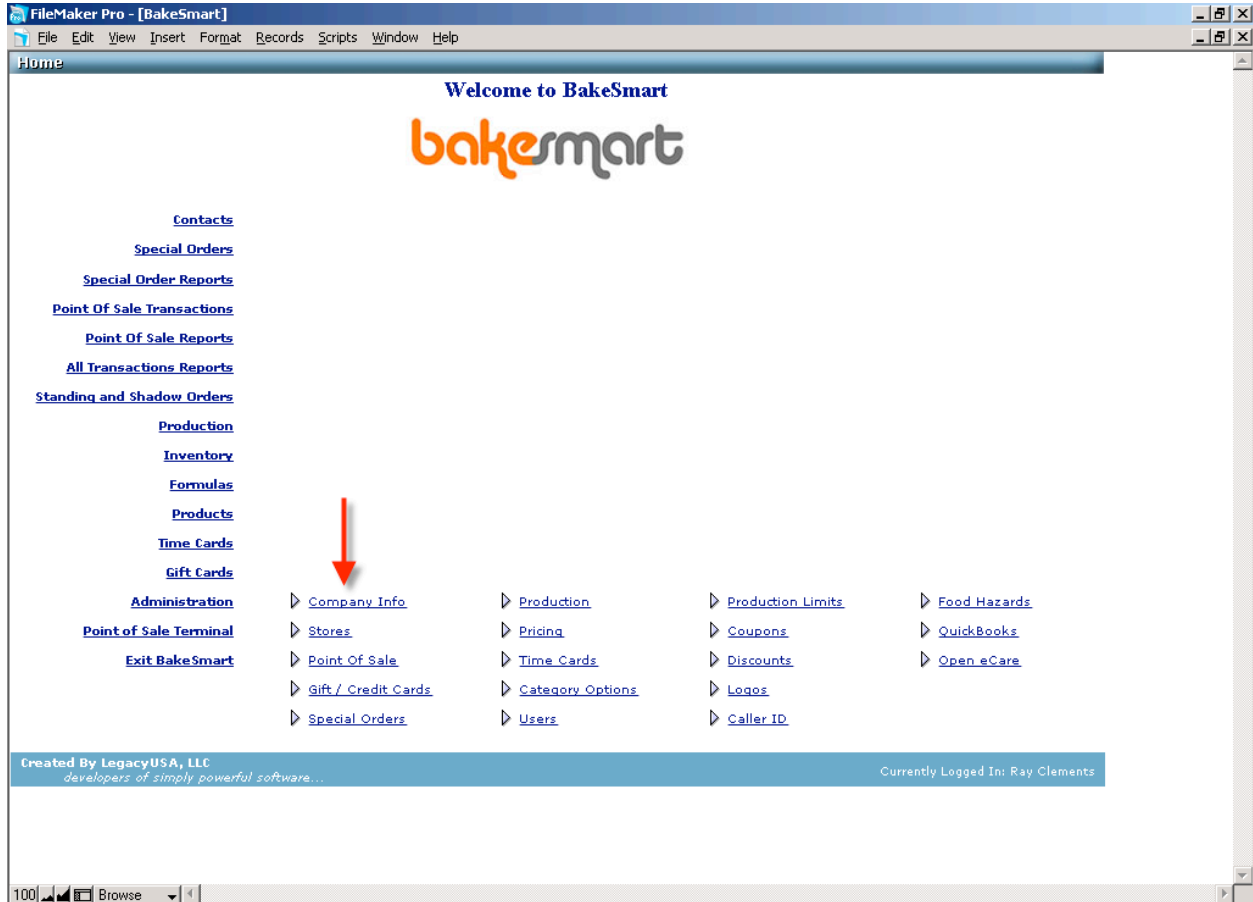


Archiving

This article will explain how to use Archiving in BakeSmart.

1. From the BakeSmart Main application click on Administration and then Company Info.





2. In the Company Info screen click on “Archive Old Records”.

The screenshot shows the FileMaker Pro interface for the BakeSmart application. The window title is "FileMaker Pro - [BakeSmart]". The menu bar includes File, Edit, View, Insert, Format, Records, Scripts, Window, and Help. The main content area is titled "Preferences - General" and has a navigation bar with "Home", "Full Screen", "Card File", "Back", and "Print".

On the left side, there is a form for company information:

Registered To:	John Smith
Company:	Crosstown Bakery
Address:	123 Main Street
City/State/Zip:	Indianapolis IN 49123
Phone Number:	555-555-1234
Fax Number:	555-555-4321
Website:	
Tax ID:	

On the right side, there is a form for server and interface settings:

Server Location:	Central
Week Starts On:	Thursday
Use Touch Screen Interface In Main System (Where Available)?:	<input type="checkbox"/>

Below these forms is a checkbox for "Store Customer Credit Card Information?:" and a red disclaimer text: "Disclaimer: Legacy USA does not recommend storing credit card information in BakeSmart. Use this feature at your own risk. By turning on this feature, you agree not to hold Legacy USA liable for any transfer, loss, or theft of the credit card information stored in BakeSmart."

In the center-right, there is a "Labor Rates" table:

Job Title	Rate
Baker	25.00
Baker Asst	19.50
Decorator	15.00
Helper	12.00
Utility	8.00

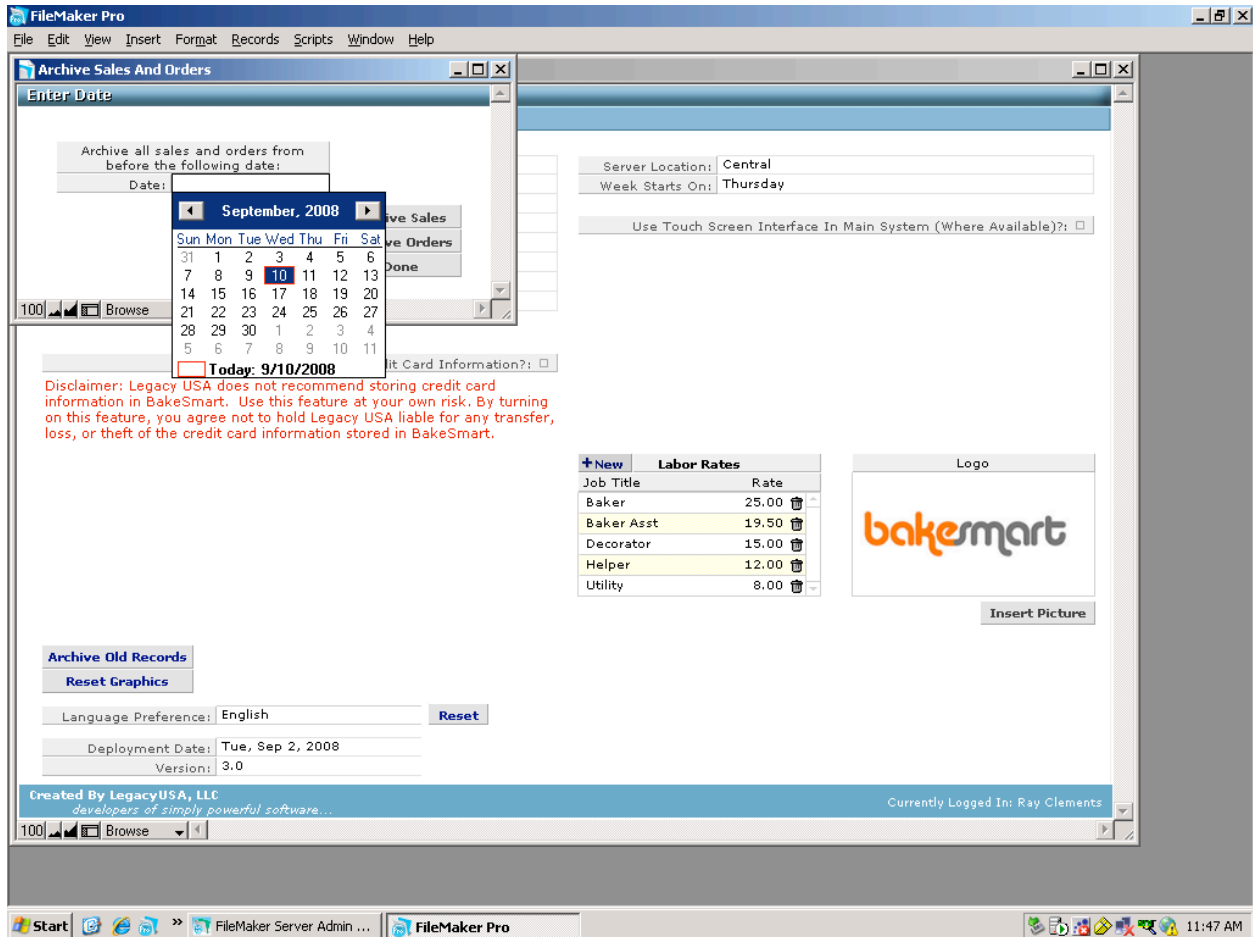
To the right of the labor rates table is a "Logo" section with a "bakemart" logo and an "Insert Picture" button.

At the bottom left, there are buttons for "Archive Old Records" and "Reset Graphics". A red arrow points to the "Archive Old Records" button. Below these are fields for "Language Preference: English" with a "Reset" button, and "Deployment Date: Tue, Sep 2, 2008" and "Version: 3.0".

The footer of the window contains the text "Created By LegacyUSA, LLC developers of simply powerful software..." and "Currently Logged In: Ray Clements".

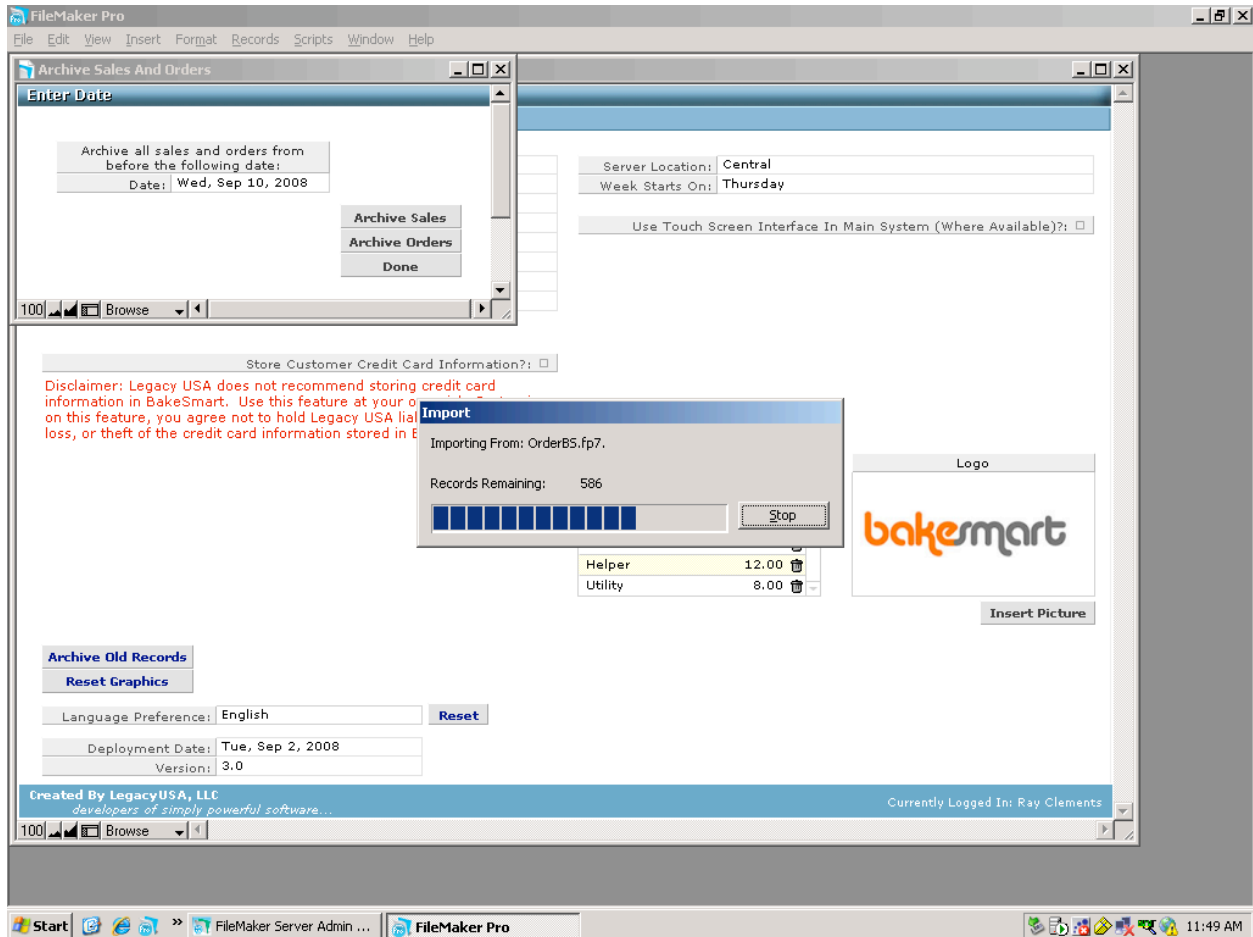


3. In the "Archive Old Records" screen you will be prompted to pick a date. This date and everything forward will remain in the live system. All dates prior to this date will be archived.



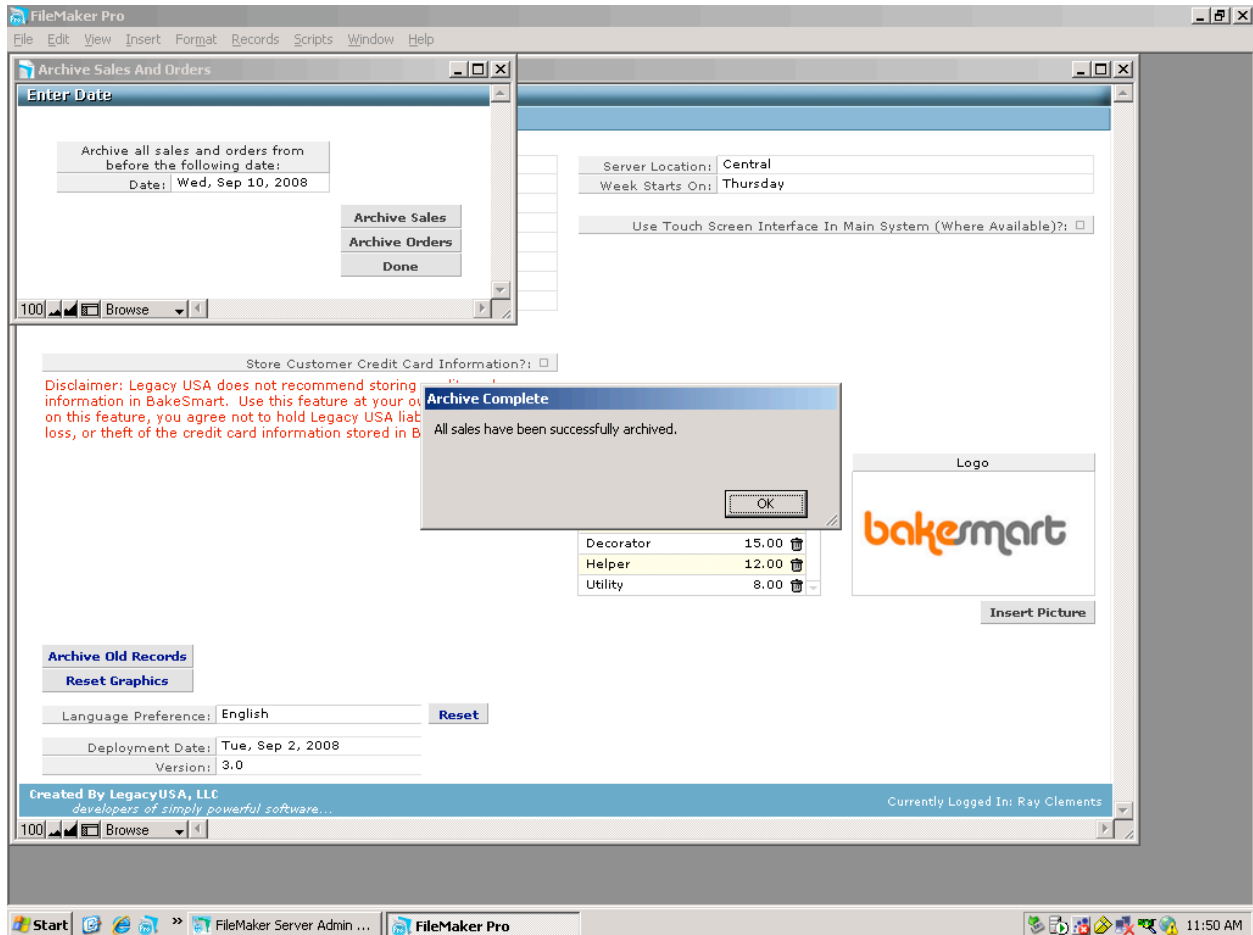


4. You have the option to archive Sales and Orders. If you wish to archive both you will need to repeat the Archive process for each. Once you have begun the Archive process you will need to wait for it to complete.





5. You will be notified when the Archive process has been completed.



A few notes about Archiving...

The date you pick during the Archive process WILL remain in the live files.

When Archiving orders the date you select will correspond to the order's "Required By" date.

The first time you Archive, depending on your sales/order data, the process WILL take multiple hours. You may want to consider limiting your initial Archive to small blocks of time and Archive over several days.



The following Reports will include Archived data (if the date range of the report goes into the dates of the Archive)

Point of Sale Reports

- Sales
- Sales Summary
- Tax Summary
- Payments
- Payments Summary
- Sales By Item
- Sales By Subcategory
- Sales By Category

All Transaction Reports

- All Sales/Orders
- All Sales/Orders Summary
- All Payments
- All Payments Summary
- All Taxes Summary
- All Items By Category
- All Items By Subcategory
- All Items Summary
- All Items By Supplier
- Summary By Price Level