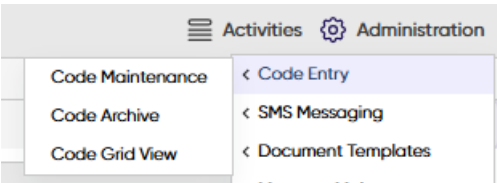


Code Archive

16/07/2025 9:17 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.

Code Archive									
Reactivate Date Deactivated From 01/07/2025									
Codes	Description	Gross	Net	VAT	Cost	Stock	Code	Date Deactivated	
All Codes	Allopurinol Tabs 300mg 28	0.67	0.56	0.11	0.38	9999	Archive_110028	16/07/2025	

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.