

Cegedim Healthcare Solutions Flash Card - Archiving in Mail Manager

To maximise the performance of Mail Manager, you should be archiving it on a daily basis.

To run an archive in Mail Manager:

- 1. From Mail Manager, select File Archive and the Archive Messages screen displays.
- 2. Select Archive all messages to which I have rights.
- 3. Select Archive:

	Archive Messages
	From Date: To Date: 14/12/2021 IV Incoming IV Outgoing
	Archive messages with outstanding actions
	Match using the following additional criteria:
Select Archive all	Archive only those messages allocated to me Archive all message types
messages to which I have rights	Archive all messages to which I have rights Archive messages allocated to the following people Archive only the following message types
	Torbay, Tim Admin Request/Response Unallocated Mail, Adminssion Notification Cheshire, Chris Advice Response Derbyshire, David Advice Response Essex, Edward Application Acknowledgement Kent, Kathryn Somerset, Susan
	 Match using the following additional criteria: You can also archive the following message types which are not restriced by Staff. Archive all message types Archive only the following message types Online Prescription
Select Archive	Archive Close

4. The 'n messages archived. Do you want to run another archive?' message displays, select **No** to complete the process.

