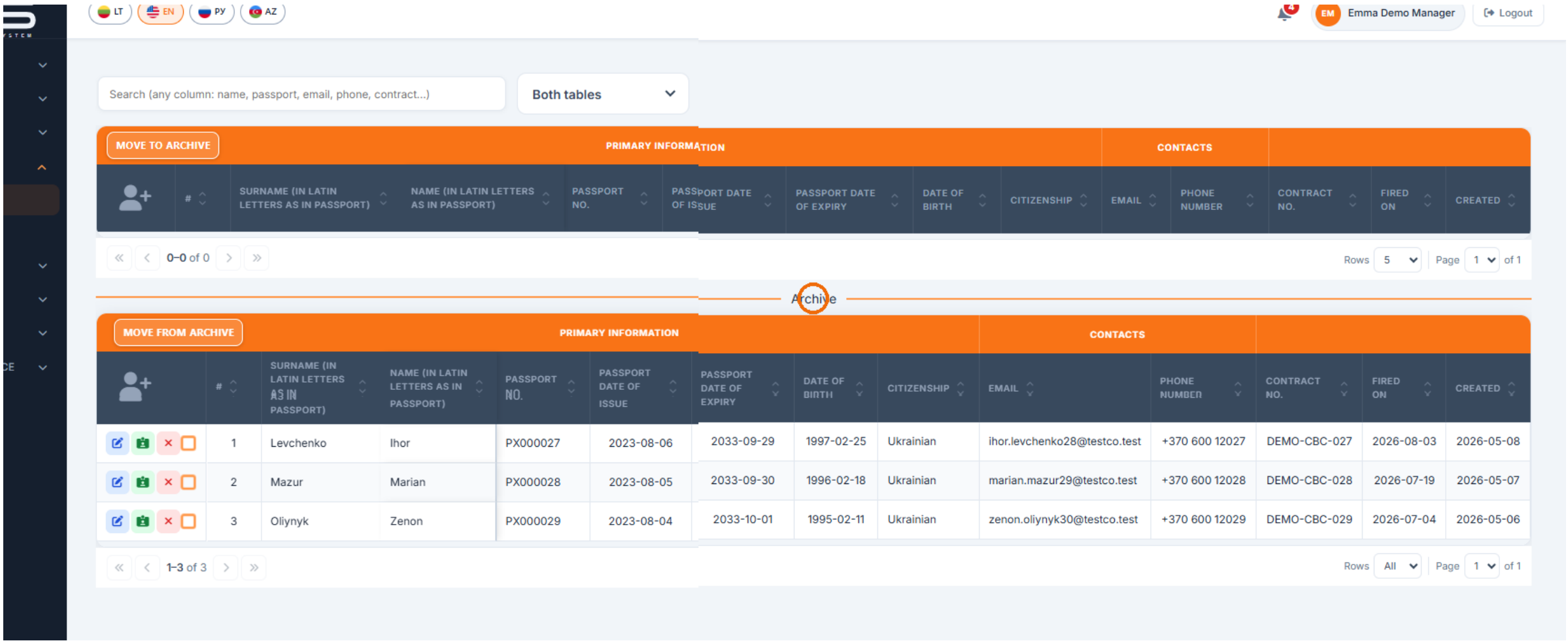
Workers Archive

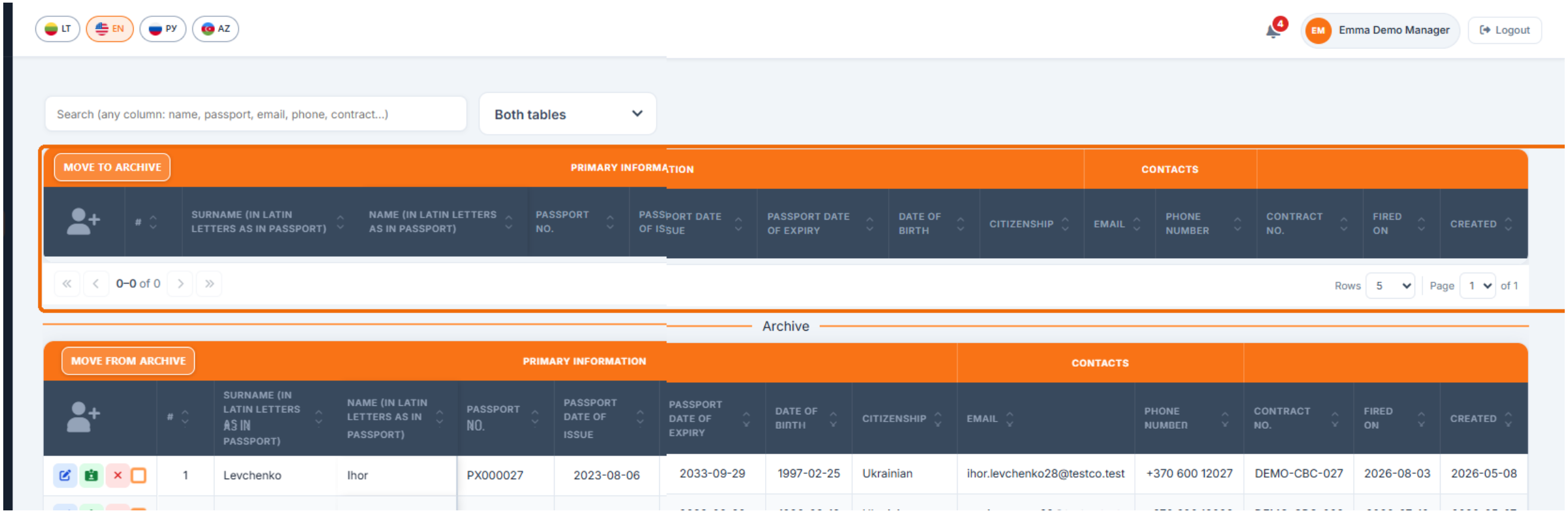
Two tables on one page



Open Archive > Workers Archive. The page has two tables with the same columns. The upper table lists workers who already have a Fired on date but are still in the active database. The lower table, under the Archive divider, lists workers that have been moved to the archive. Both tables show primary information, contacts, contract number, Fired on and Created dates.

Workers Archive

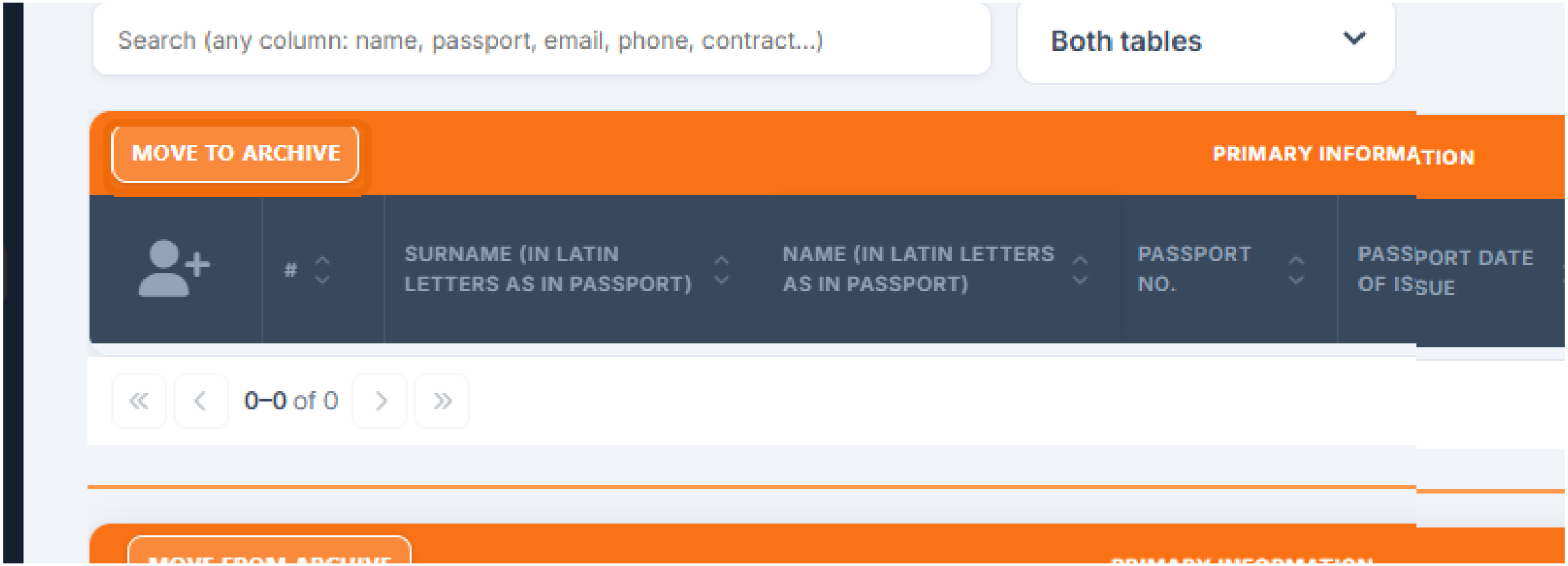
Dismissed workers wait here



Workers are not archived automatically. When a Fired on date is entered on a worker's card, the worker shows up in the upper table so the office can review the record first. In this example the upper table is empty (0 of 0), which means every dismissed worker has already been archived.

Workers Archive

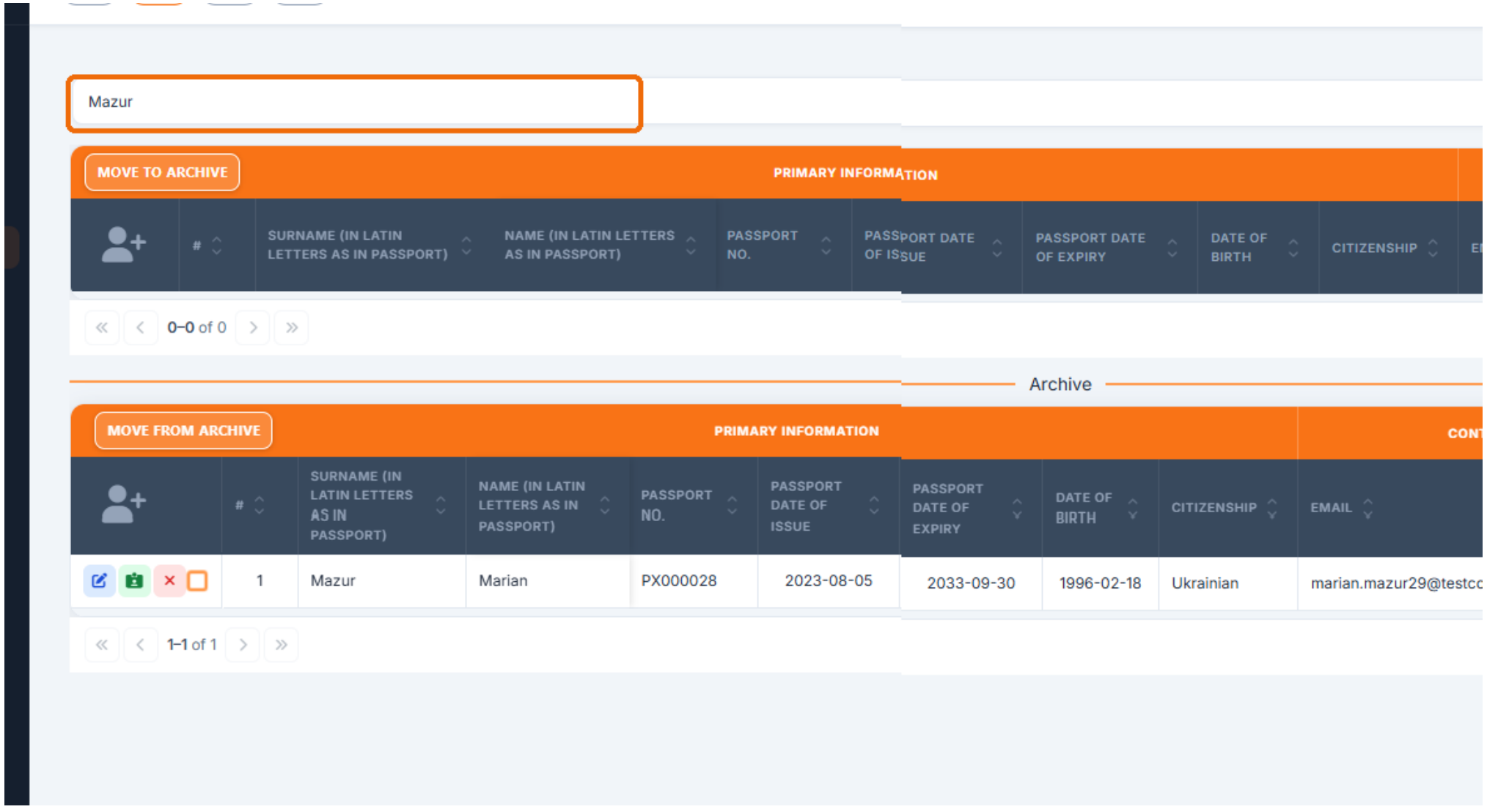
Move to the archive



Tick the checkbox at the start of each row you want to archive, then press MOVE TO ARCHIVE in the orange header. The selected workers are copied to the archive with their history, their employment is deactivated and they disappear from the active lists. Check the selection before pressing the button, because the move runs immediately.

Workers Archive

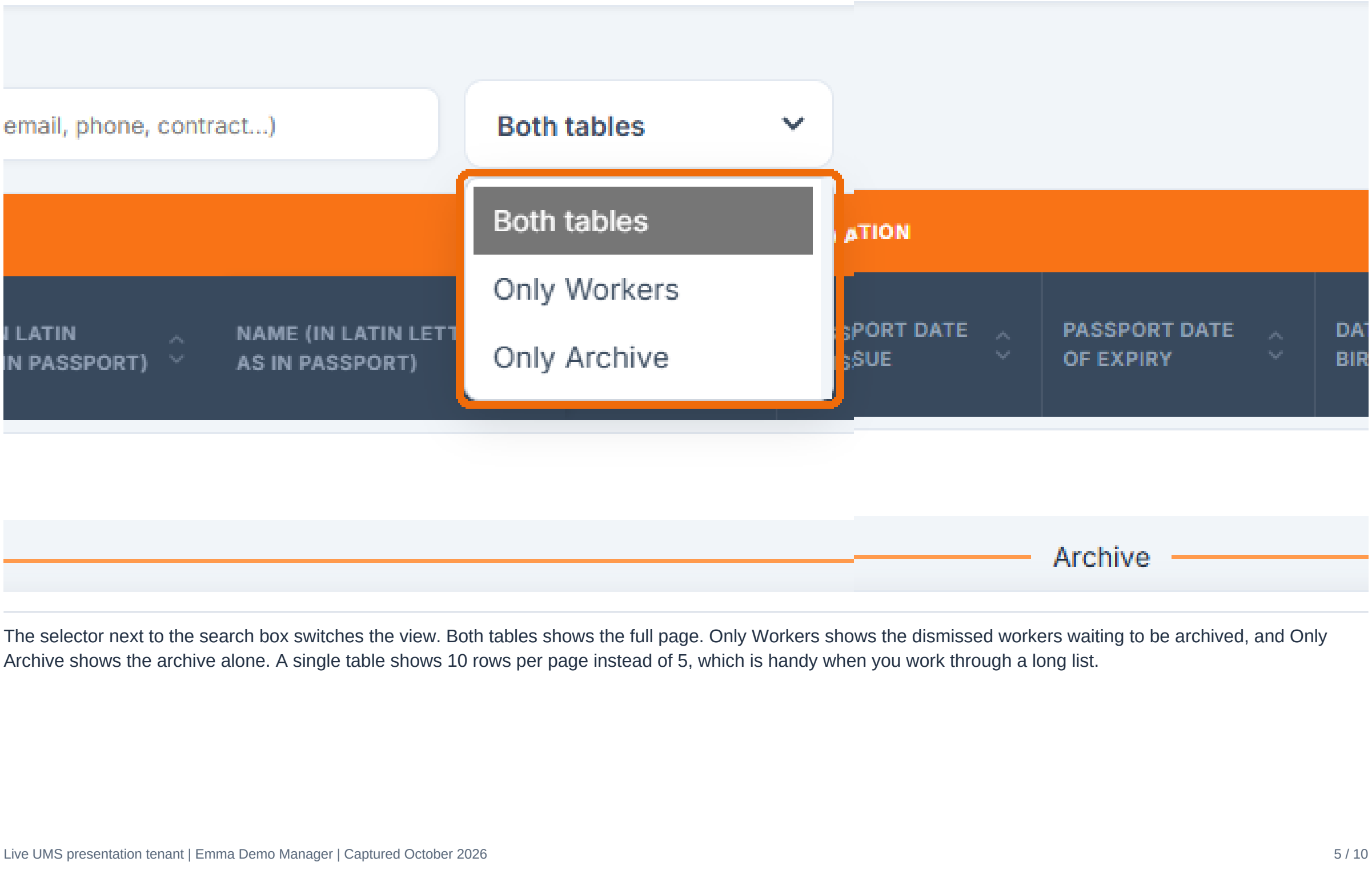
Search both tables



The search box filters both tables at once and matches any column: surname, name, passport number, email, phone, contract number and more. Here, typing Mazur leaves one archived worker. The search is kept in the address bar, so the filtered view can be bookmarked or reloaded. Clear the box to show all records again.

Workers Archive

Choose what to show



The selector next to the search box switches the view. Both tables shows the full page. Only Workers shows the dismissed workers waiting to be archived, and Only Archive shows the archive alone. A single table shows 10 rows per page instead of 5, which is handy when you work through a long list.

Workers Archive

Restore from the archive

Archive

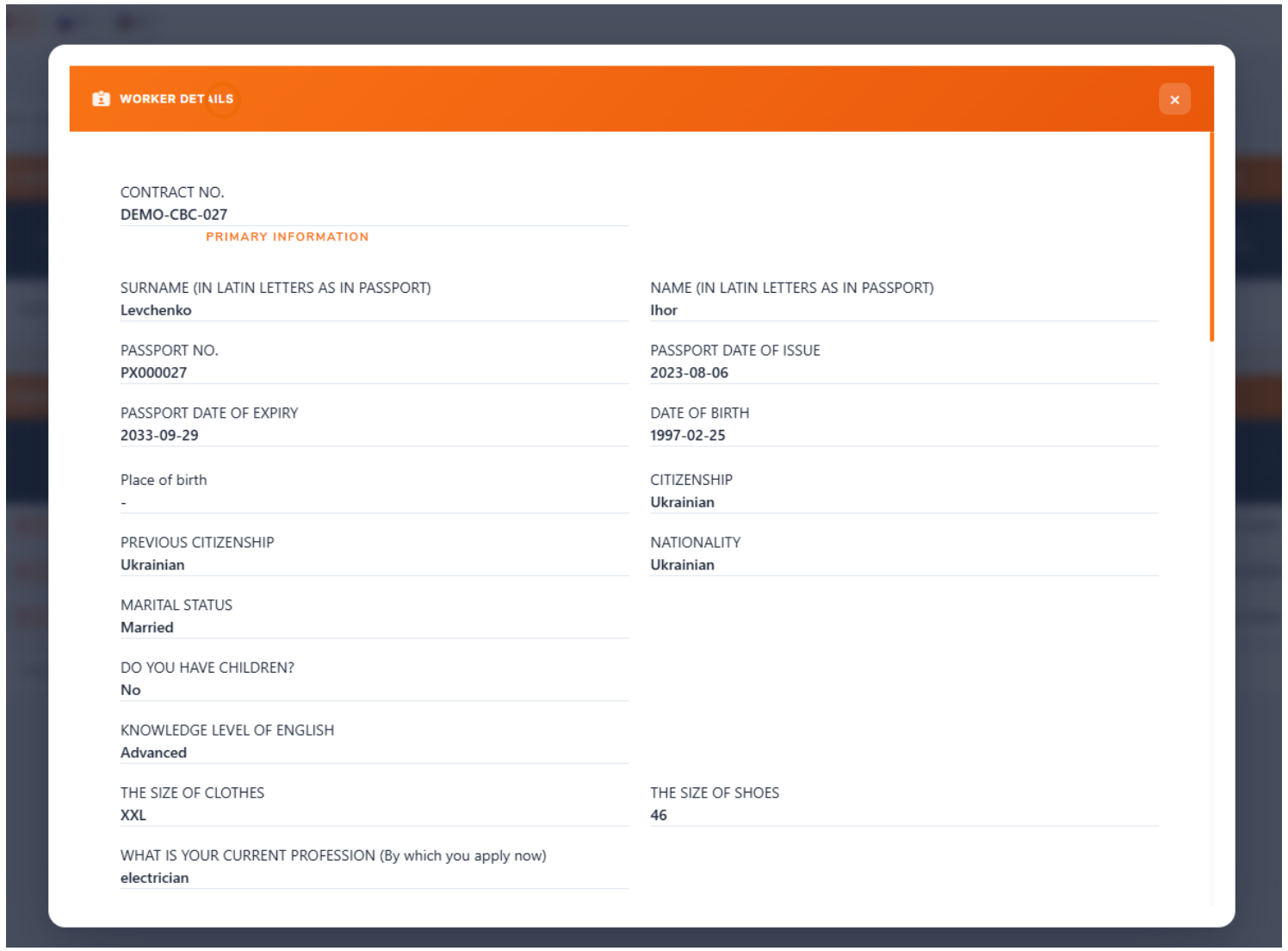
MOVE FROM ARCHIVE

	#	SURNAME (IN LATIN LETTERS AS IN PASSPORT)	NAME (IN LATIN LETTERS AS IN PASSPORT)	PRIMARY INFORMATION PASSPORT NO.	PASSPORT DATE OF ISSUE	PASSPORT DATE OF EXPIRY	DATE OF BIRTH	CITIZENSHIP
☑	1	Levchenko	Ihor	PX000027	2023-08-06	2033-09-29	1997-02-25	Ukrainian
☑	2	Mazur	Marian	PX000028	2023-08-05	2033-09-30	1996-02-18	Ukrainian
☐	3	Oliynyk	Zenon	PX000029	2023-08-04	2033-10-01	1995-02-11	Ukrainian

To bring a worker back, for example when they are hired again, tick their rows in the archive table. The checkbox turns dark when it is selected. Then press MOVE FROM ARCHIVE. The workers and their history are moved back to the active database and leave the archive. Untick a box to remove a row from the selection.

Workers Archive

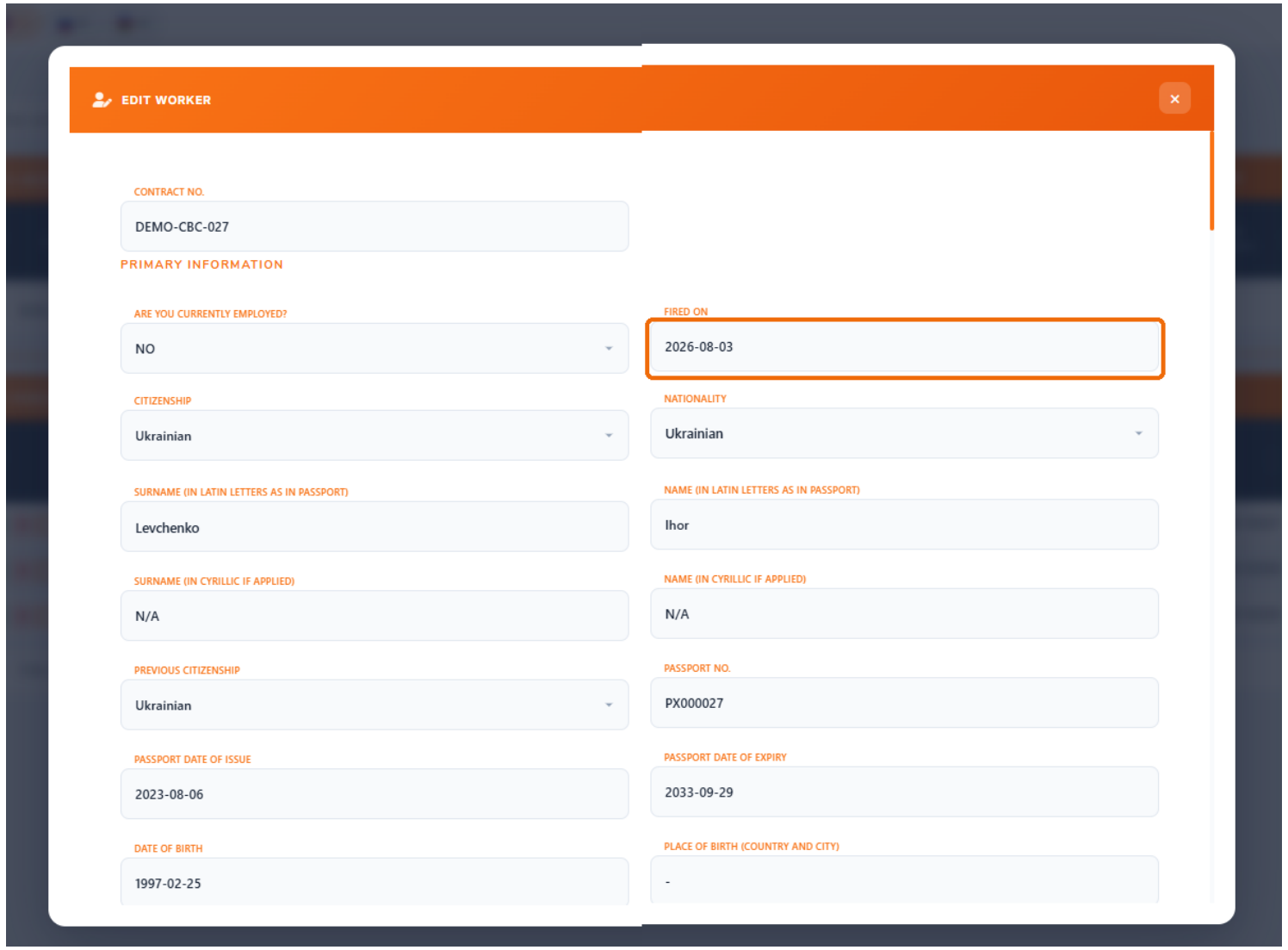
Open the worker card



Each row starts with three action buttons. The green card button opens Worker details, a read-only summary with the contract number, primary information, passport data, citizenship, family status, language level, clothing sizes and profession. Close it with the × button in the orange header.

Workers Archive

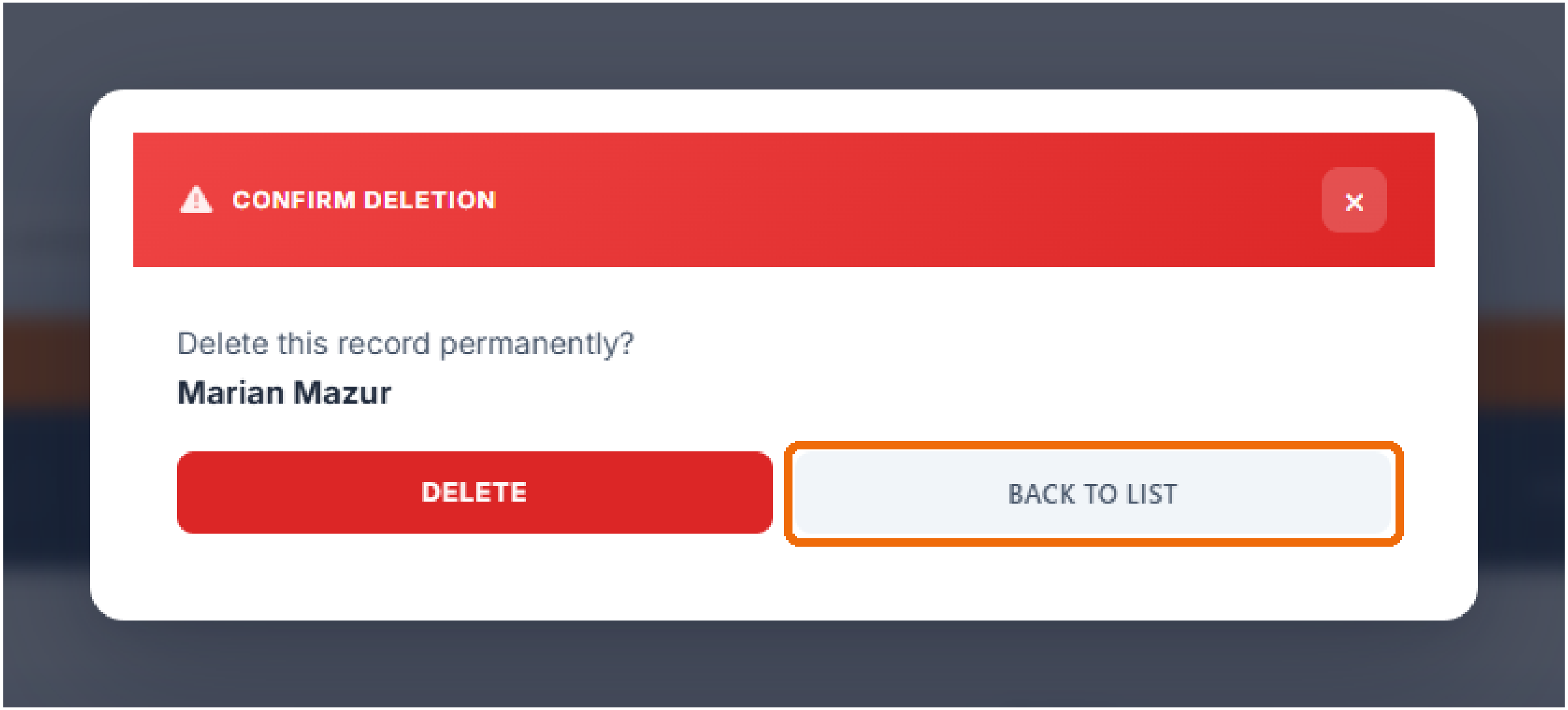
Correct archived data



Use the blue edit button when an archived record needs a correction. The Edit worker form holds all stored fields, including Are you currently employed, Fired on, citizenship and passport data. Scroll to the bottom and press Submit to save, or close the form with × to discard your changes.

Workers Archive

Delete permanently



The red × button opens Confirm deletion with the worker's name. DELETE removes the record permanently and it cannot be restored, so use it only for records that must not be kept. BACK TO LIST closes the dialog without changes. Warning: archiving is usually the safer choice, because an archived worker can be restored later.

Workers Archive

Sort and page through

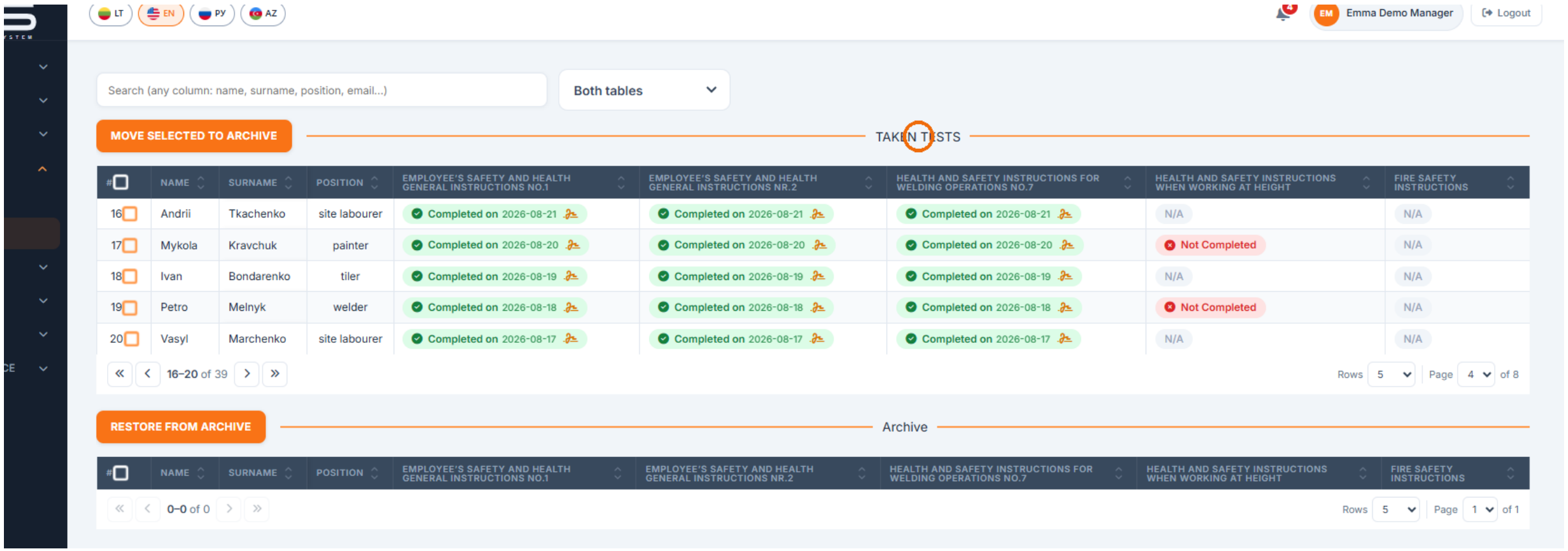
			CONTACTS				
PASSPORT DATE OF EXPIRY	DATE OF BIRTH	CITIZENSHIP	EMAIL	PHONE NUMBER	CONTRACT NO.	FIRED ON	CREATED
2033-09-29	1997-02-25	Ukrainian	ihor.levchenko28@testco.test	+370 600 12027	DEMO-CBC-027	2026-08-03	2026-05-08
2033-09-30	1996-02-18	Ukrainian	marian.mazur29@testco.test	+370 600 12028	DEMO-CBC-028	2026-07-19	2026-05-07
2033-10-01	1995-02-11	Ukrainian	zenon.oliynyk30@testco.test	+370 600 12029	DEMO-CBC-029	2026-07-04	2026-05-06

Rows All | Page 1 of 1

Click any column header with the small arrows to sort by that column; click again to reverse the order. Under each table, the arrows and the counter (for example 1-3 of 3) move between pages, Rows sets how many records are shown and Page jumps straight to a page number.

Taken Tests Archive

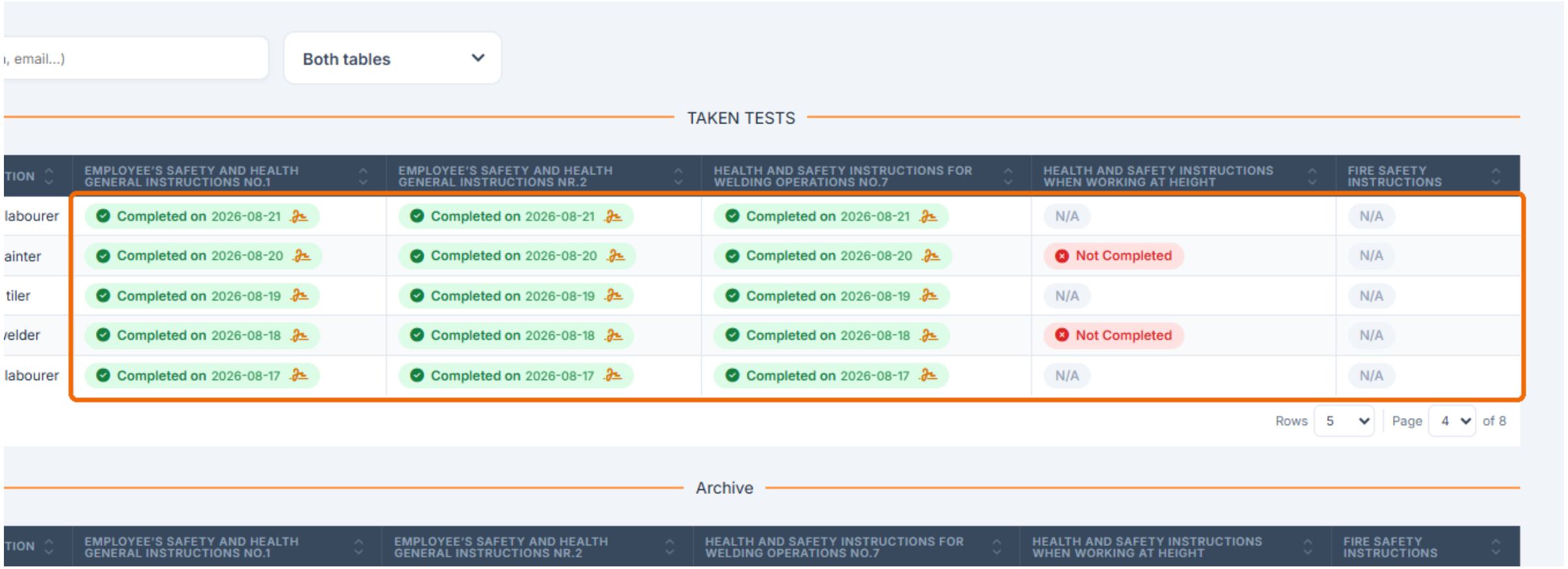
Tests per worker



Open Archive > Taken Tests Archive. The upper TAKEN TESTS table lists current workers and administration staff; each safety instruction has its own column. The lower table, under the Archive divider, lists test records that have been moved to the archive. Both tables have the same columns, so a worker's status can be compared at a glance.

Taken Tests Archive

Read the status badges



Each cell shows one status. A green Completed on badge means the worker passed that instruction's test and shows the date it was signed. A small orange signature icon after the date warns that the signed PDF for that test was not found, so the signatures still have to be collected. Click a green badge to open the result.

Taken Tests Archive

Not completed or not needed

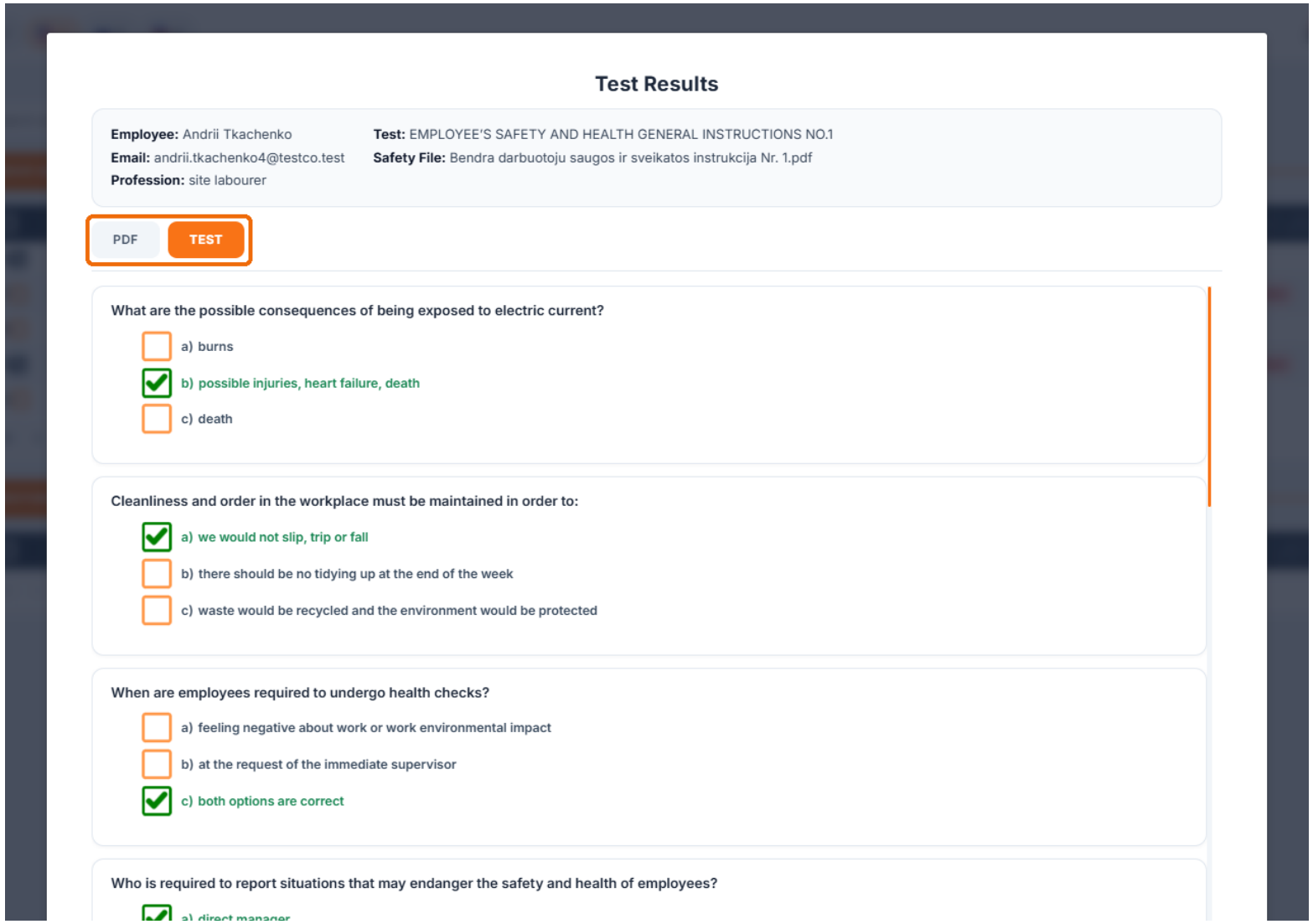
...AFETY INSTRUCTIONS FOR ...ATIONS NO.7	HEALTH AND SAFETY INSTRUCTIONS WHEN WORKING AT HEIGHT	FIRE SAFETY INSTRUCTIONS
...d on 2026-08-21	N/A	N/A
...d on 2026-08-20	Not Completed	N/A
...d on 2026-08-19	N/A	N/A
...d on 2026-08-18	Not Completed	N/A
...d on 2026-08-17	N/A	N/A

Rows 5 | Page 4 of 8

Not Completed (red) appears when the instruction applies to the worker's position but no signed test exists yet. Follow these workers up first. N/A (grey) means the instruction is not assigned to that position, so no test is expected. Which instructions apply to which positions is set in the safety files.

Taken Tests Archive

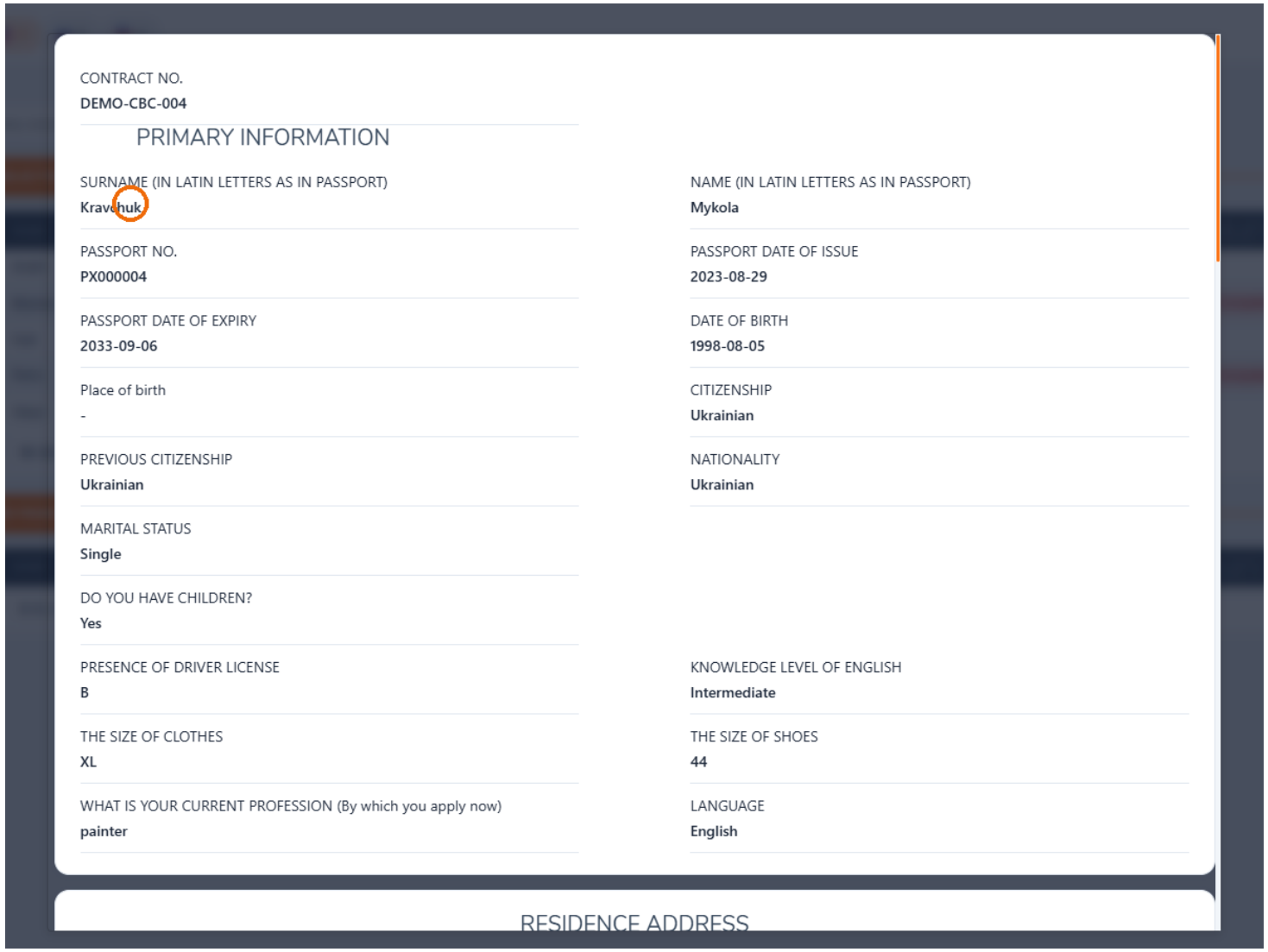
Open the test result



The Test Results dialog shows the employee, email, profession, test name and safety file at the top. The PDF tab shows the signed document when it exists. The TEST tab lists every question with the worker's answers; the green ticks mark the answers that were chosen and accepted. Close the dialog with Esc or by clicking outside it.

Taken Tests Archive

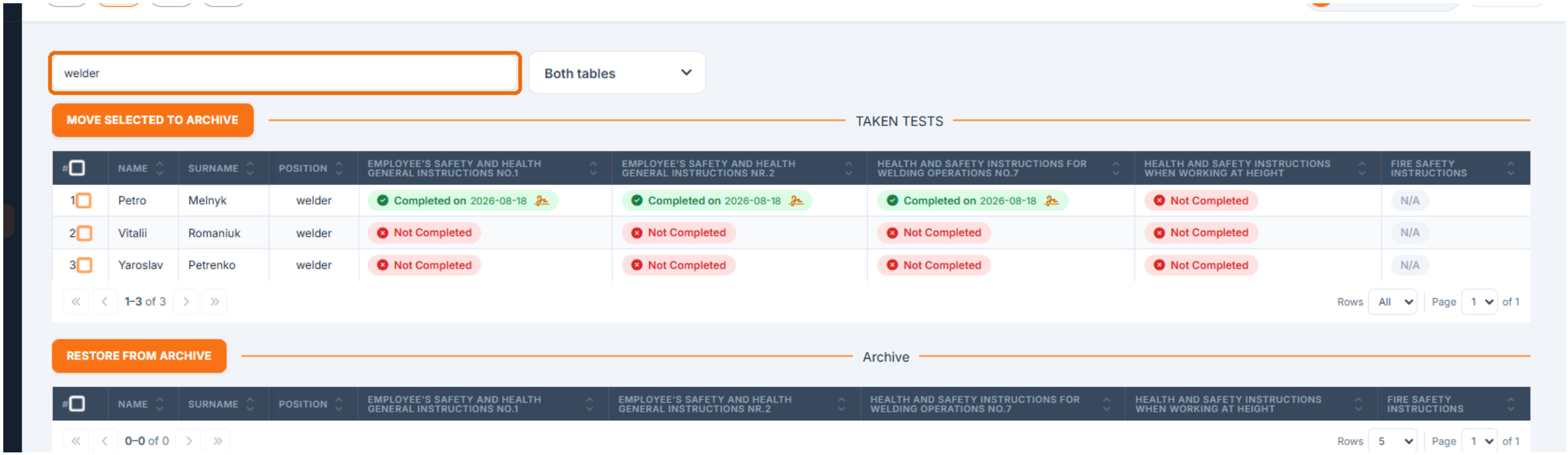
Worker details



The name and surname cells open the worker's details in a read-only dialog: contract number, primary information, passport data, citizenship, family status, driving licence, language level, clothing sizes and profession, followed by the residence address. Use it to check who the worker is before archiving their tests.

Taken Tests Archive

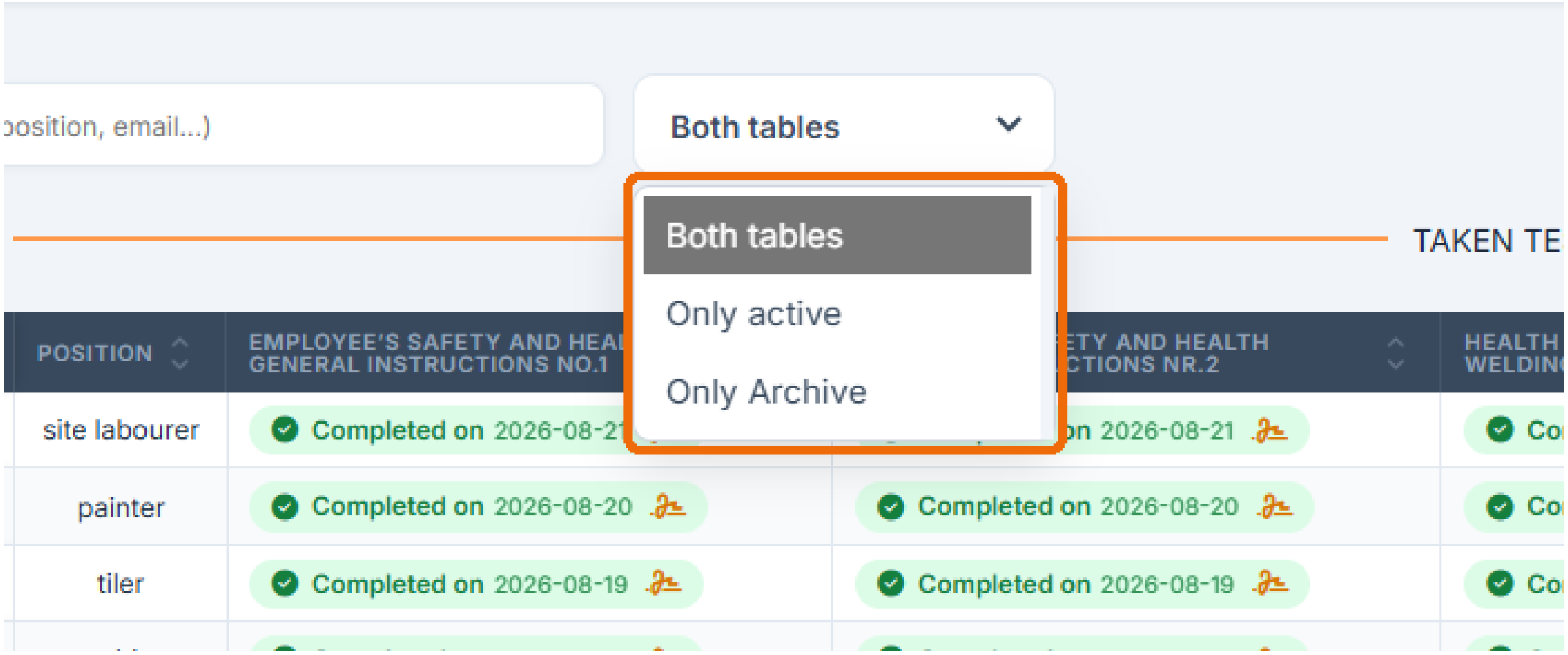
Search both tables



The search box matches any column, including name, surname, position and email. Here, typing welder leaves three workers and shows at once that two of them have not completed any required test yet. The search is kept in the address bar. Clear the box to show all workers again.

Taken Tests Archive

Choose what to show



The selector next to the search box switches the view. Both tables shows the full page, Only active shows the TAKEN TESTS table and Only Archive shows the archive alone. A single table shows 10 rows per page instead of 5.

Taken Tests Archive

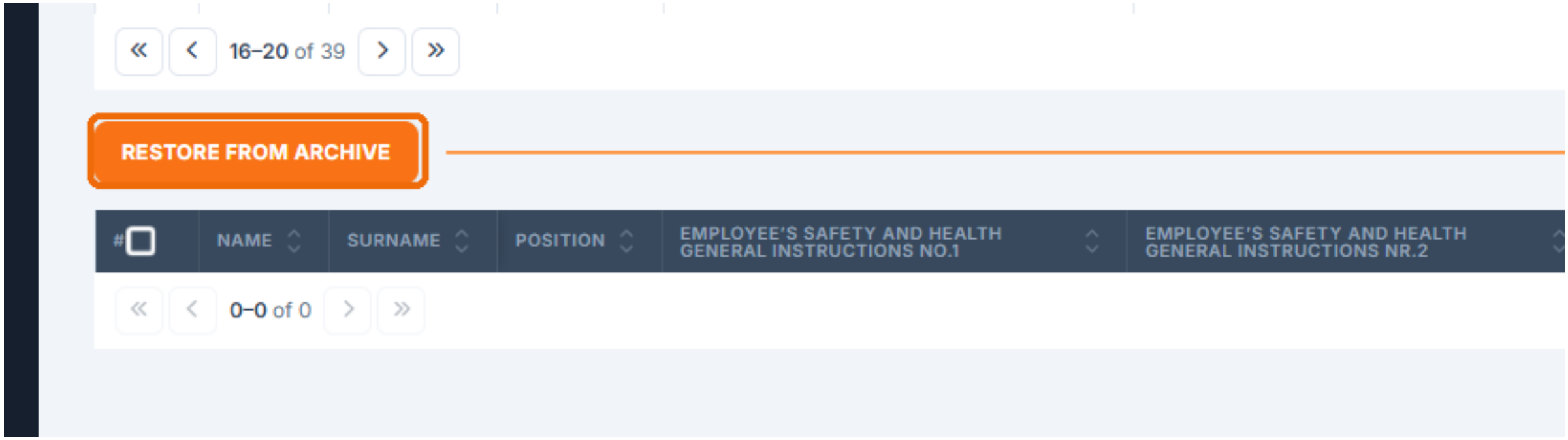
Move tests to the archive



Tick the checkbox next to each row number; the box in the header selects every row on the page. MOVE SELECTED TO ARCHIVE copies the selected workers' test records to the archive, moves their signed test files to the archive folder and removes the records from TAKEN TESTS. Check the selection first, because the move runs immediately.

Taken Tests Archive

Restore from the archive



Archived test records are listed in the lower table. To bring them back, for example when a worker returns, tick their rows and press RESTORE FROM ARCHIVE. All archived test records of the selected workers return to the TAKEN TESTS table. In this example the archive is empty (0 of 0).

Taken Tests Archive

Sort and page through



Click a column header with the small arrows to sort by name, surname, position or test status; click again to reverse the order. Under each table, the arrows and the counter (for example 16-20 of 39) move between pages, Rows sets how many workers are shown and Page jumps straight to a page number.