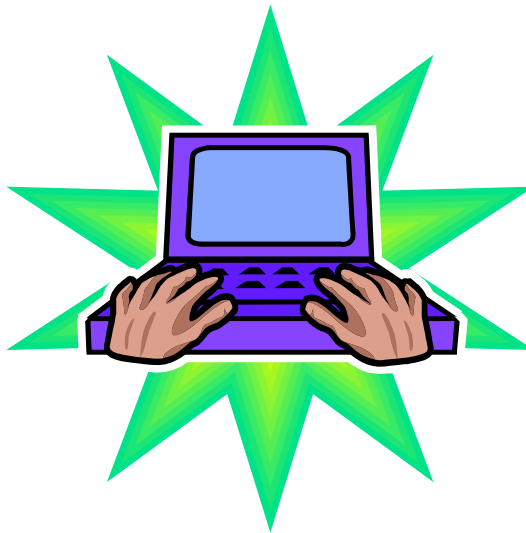# Techo Tip #22

PERMISSIONS IN THE ARCHIVES

Archives are a great way of inquiring on previous periods' transactions. They allow you to reprint statements and invoices without having any effect on the live system.

Archive databases are used only as a **reference tool.** Here are some tips for looking up information or reprinting reports and transactions.

◊ If you log in as the *'super user'* , the database overrides existing permissions, and allows you to inquire, modify, add and delete records as well as book jobs, add credit notes and so forth.

◊ To ensure that the archive database is kept as an accurate reference database, please make sure that users login using their own login ID and not as *'su'*.