

# Include or Exclude Archived Data

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This article provides a brief overview of including or excluding archived data in reports, when searching a relationship or reference field on a form, or when using the **Search** function. For instructions on archiving objects, see the [Archive Data](#) article.




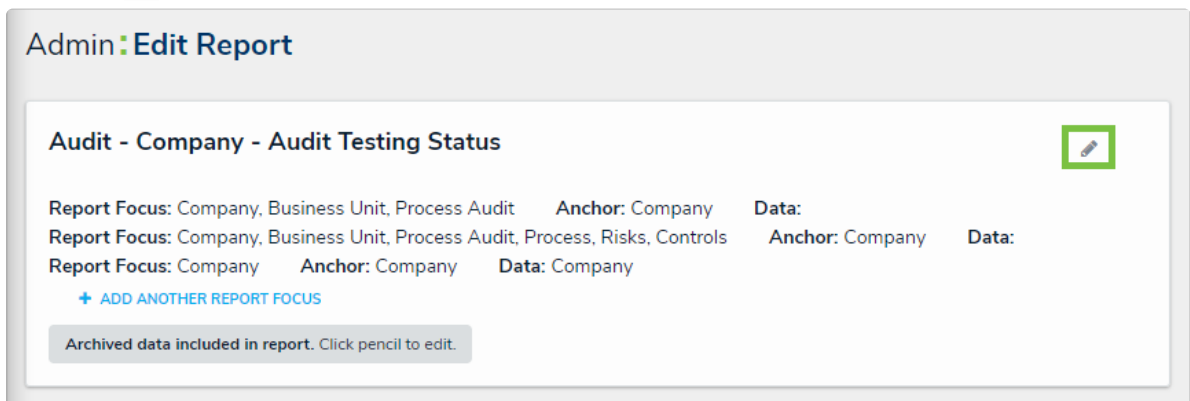
Reports, forms, and roles created before Version 3.0 are configured to **include** archived data by default. All reports, relationship/reference elements, and roles created after Version 3.0 **exclude** archived data by default.

## Reports

The ability to include or exclude archived objects is not supported on other data visualizations (i.e., data grids or analytics export reports).

### To include or exclude archived objects from reports:

1. [Create](#) a new report or [open](#) an existing one to view the **Edit Report** page.
2. Click the  icon at the top-right of the first section on the **Edit Report** page.



*The Edit Report page. In this case, the report is configured to include archived data.*

3. Click **Include archived data in report** to select or deselect the checkbox.

The "Include archived data in report" checkbox.

4. Click the icon when finished.

## Relationships & References

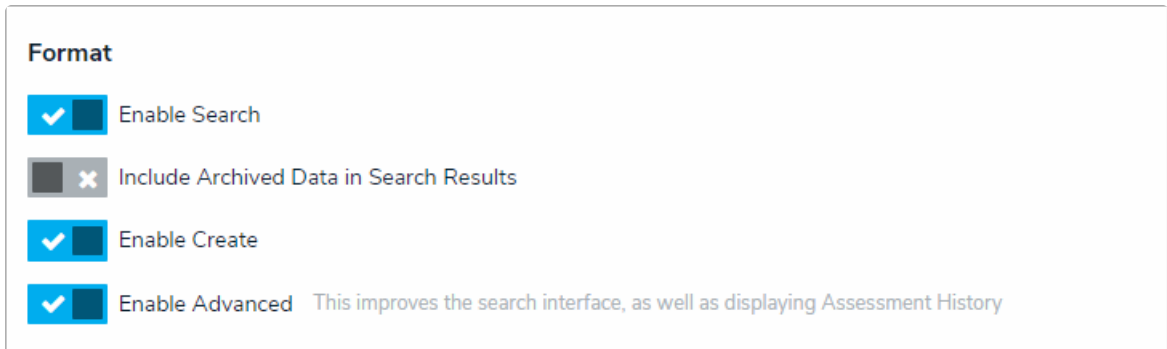
When archived data is included on [relationship](#) or [reference](#) elements with the search option enabled, users can search for, select, and/or view archived objects through those element(s) on a standard configurable form.

### To include or exclude archived objects from relationship and reference form elements:

1. [Create](#) a new standard form or [open](#) an existing one to view the **Edit Configurable Form** page.
2. If required, [add](#) a relationship or reference element to the canvas.
3. Hover your cursor over the element, then click the icon to open the **Edit Component Display** screen.

A relationship element on a form canvas.

4. If required, click the icon beside **Enable Search** in the **Format** section.
5. Click the or icons beside **Include Archived Data in Search Results** to enable or disable the end-user's ability to search for or view archived objects through the form element.



*The Format section of the Edit Component Display screen.*



The **Include Archived Data in Search Results** option will not be visible if the **Enable Search** option is not enabled.

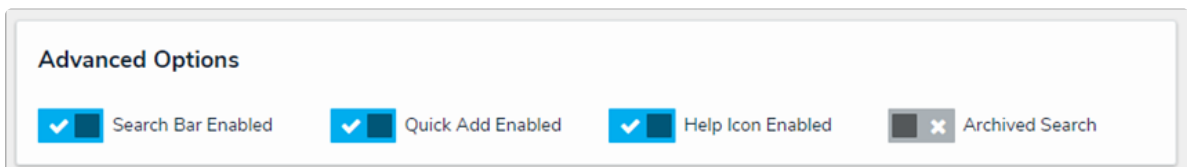
6. Click **Close** when finished.

## Search

Enabling **Archived Search** on a role allows users to enable the **Include Archived Data** option when searching the organization for objects. Note that if a user is in multiple roles and **Archive Search** is disabled on one role, but not the other, the user may still be able to perform a search of archived objects or vice versa.

### To enable or disable archived object searches for a role:

1. [Create](#) a new role or [open](#) an existing one to view the **Edit Role** page.
2. Click the  or  icons beside **Archived Search** in the **Advanced Options** section to enable or disable the end-user's ability to search for archived objects.



*The Advanced Options section.*

3. Click **Done** when finished.