

## Archiving LVI-numbers using the form

When LVI-numbers are deleted, they are transferred to the archive. This means that a deleted LVI-number will still appear in product search results, but it will be marked as an inactive product. Archived products can be reactivated through the **reactivation basket**.

To create a remove basket, first collect the products to be removed.

Go to the **Product Management tab**. In the product list view, use the search fields to filter and find the desired products.

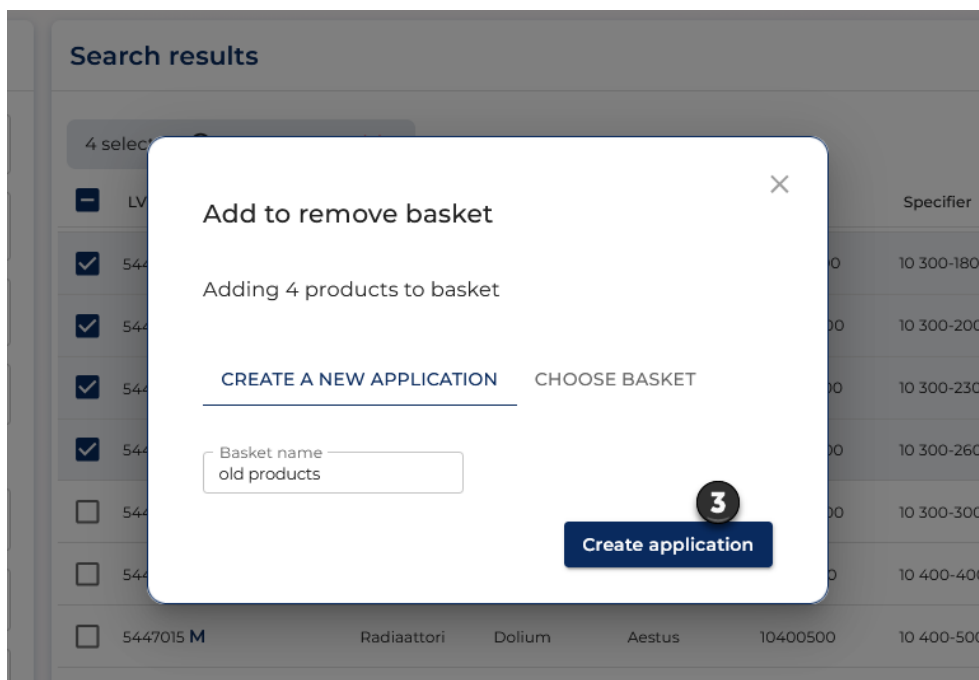
1. Select the products from the search results
2. Add the products to **remove basket**.

The screenshot displays the LVI.info Product Management interface. On the left is a navigation sidebar with 'Product management' highlighted. The main area features a search bar at the top, followed by action buttons: 'Add to edit basket', 'Add to remove basket' (marked with a circled '2'), 'Copy to order basket', and 'Copy to reactivate basket'. Below the search bar is a 'Search terms' panel with filters for State (Active), Product Type (All), Published (All), LVI-number, and Classification (Product Group: All). The 'Search results' section shows a table with 4 selected items. The first item is marked with a circled '1'.

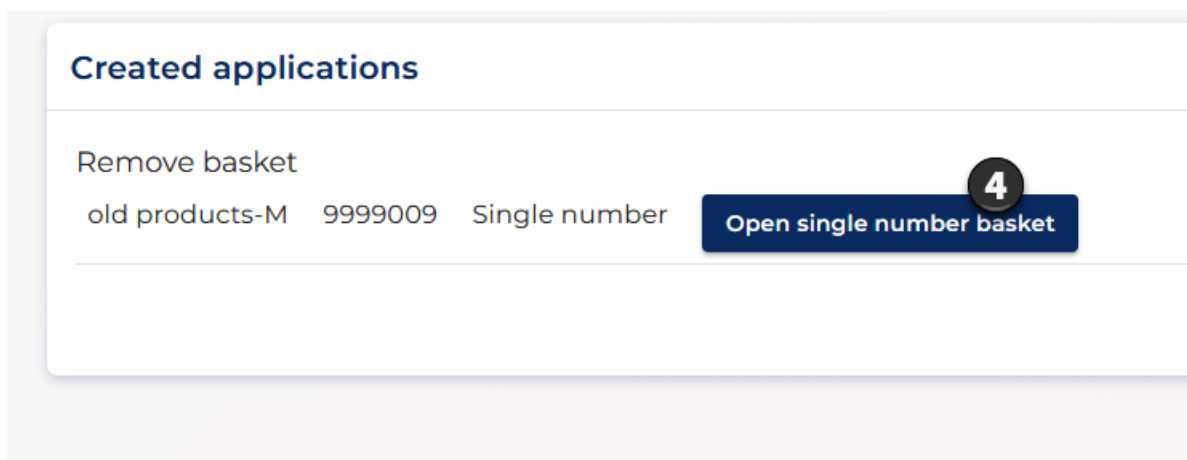
LVI-number	Name	Brand	Series	Code	Specifier
<input checked="" type="checkbox"/> 5447009 M	Radiaattori	Dolium	Aestus	103001800	10 300-1800
<input checked="" type="checkbox"/> 5447010 M	Radiaattori	Dolium	Aestus	103002000	10 300-2000
<input checked="" type="checkbox"/> 5447011 M	Radiaattori	Dolium	Aestus	103002300	10 300-2300
<input checked="" type="checkbox"/> 5447012 M	Radiaattori	Dolium	Aestus	103002600	10 300-2600
<input type="checkbox"/> 5447013 M	Radiaattori	Dolium	Aestus	103003000	10 300-3000

- Next, select “*Create application*” and give the remove basket a name.

If you already have an existing remove basket to which you want to add these products, use the “*Choose basket*” function to find the correct basket and add the products to it.



- After creating a new application, navigate to the remove basket.



In the *remove date field*, you can schedule the products to be archived on a specific date. If the products should be archived as soon as possible, you do not need to set the deletion date to the current date separately. The products will be archived immediately once the deletion request has been approved.

- When the basket is ready, you can submit it for processing by clicking the “*Send basket*” button. The status of the basket will change from *unfinished* to *in handling*. This means the basket is locked and is being handled by the administrator. Once the basket has been approved, you will receive a notification by email.

The screenshot displays the LVI.info interface for managing a basket of products. At the top, there are buttons for 'Change basket name', 'Remove basket', 'Export selected to Excel', and 'Open search'. A 'Send basket' button is located in the top right corner, with a '5' notification badge. Below these buttons is the 'Products' section, which includes a table with columns: '#', 'LVI-number', 'Name', 'Brand', 'Series', 'Code', 'Specifier', 'Attachments', and 'Remove date'. Two products are selected, indicated by checkboxes in the first column. The 'Remove date' column for these two products is highlighted with a red box, showing the date '30.04.2026'. Above the table, there is a text input field for 'Edit remove date of selected products' with the value '12.02.2026'. To the right of the table, there is a 'Basket information' panel with the following details: 'REMOVE BASKET: OLD PRODUCTS-M', 'Identifier: 9999009', 'Product count: 4', 'Created at: 12.02.2026', 'Author: HennaTestitunnus', 'Updated at: 12.02.2026', and 'Updated by: HennaTestitunnus'.

#	LVI-number	Name	Brand	Series	Code	Specifier	Attachments	Remove date
1	5447010 M	Radiaattori	Dolium	Aestus	103002000	10 300-2000	1	30.04.2026
2	5447009 M	Radiaattori	Dolium	Aestus	103001800	10 300-1800	1	30.04.2026
3	5447011 M	Radiaattori	Dolium	Aestus	103002300	10 300-2300	1	12.02.2026
4	5447012 M	Radiaattori	Dolium	Aestus	103002600	10 300-2600	1	12.02.2026