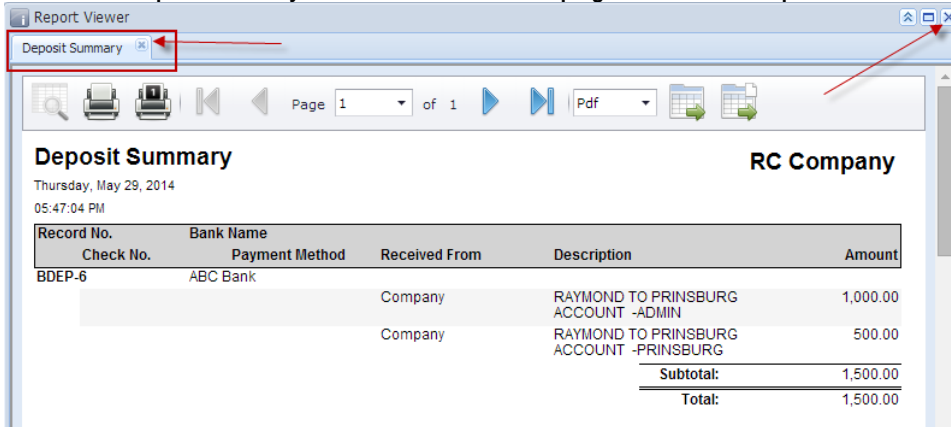


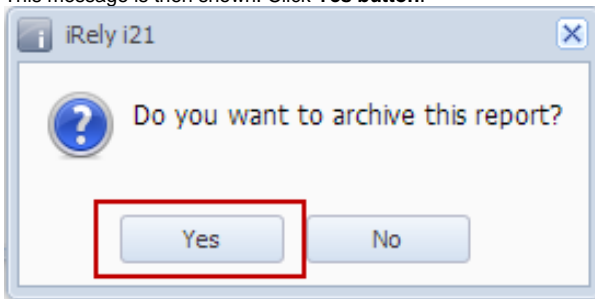
How to Archive a report

1. In an opened Report Viewer > select the report to close. In this example, there is only one report in the Report Viewer so you may either click the **x** button in the **Deposit Summary** tab or the **x** button at the top right corner of the Report Viewer.

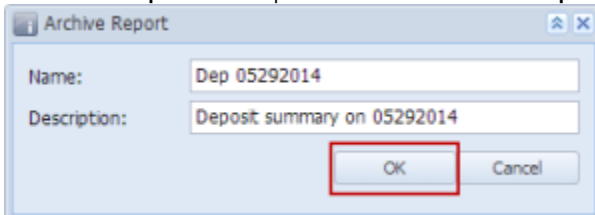


If there are more than one report in the Report Viewer, you will need to use the x button on the selected report you want archived.

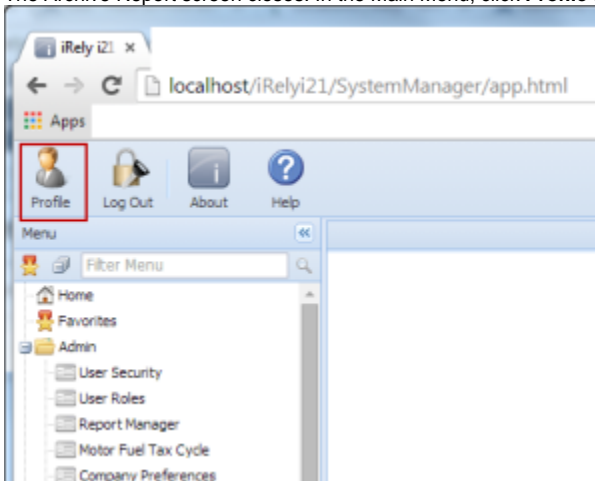
2. This message is then shown. Click **Yes** button.



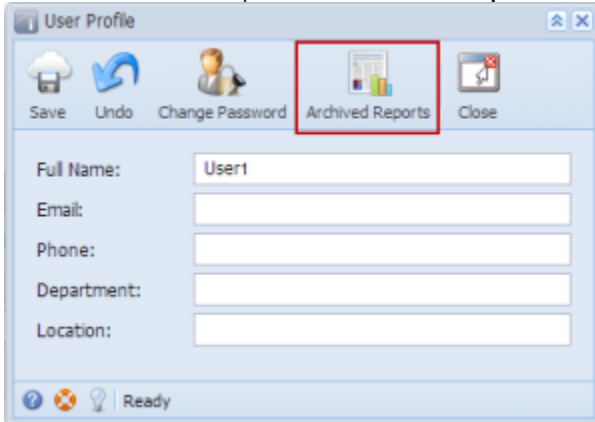
3. The **Archive Report** screen opens. Enter a **Name** and **Description** and click **OK** button.



4. The Archive Report screen closes. In the Main Menu, click **Profile** toolbar button.

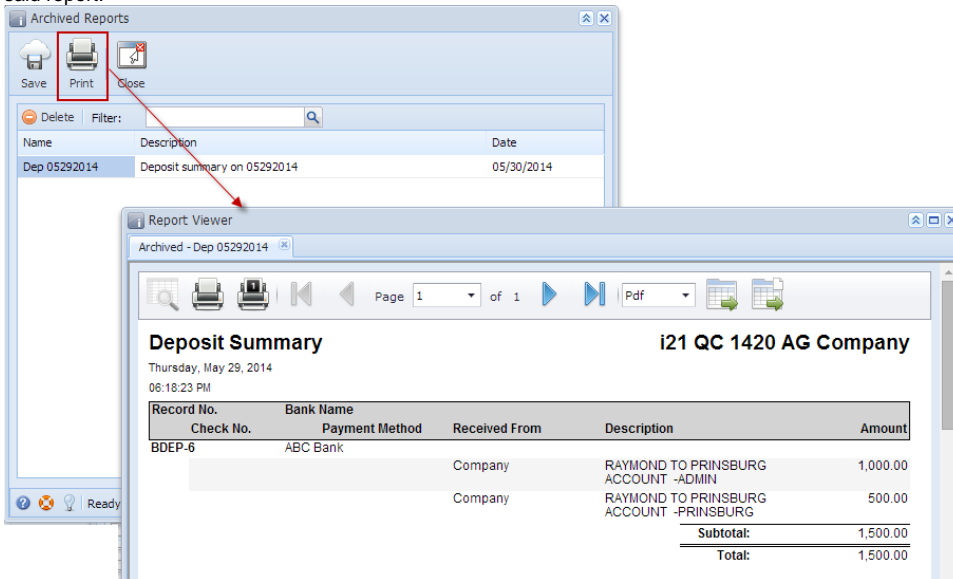


5. The **User Profile** screen opens. Click on **Archived Reports** toolbar button



The User Profile screen displays a toolbar at the top with icons for Save, Undo, Change Password, Archived Reports, and Close. The Archived Reports button is highlighted with a red rectangle. Below the toolbar are input fields for Full Name (User1), Email, Phone, Department, and Location. The status bar at the bottom shows 'Ready'.

6. The **Archived Reports** screen opens. This screen stores all archived reports. Select for a report and click **Print** toolbar button to re-print the said report.



The Archived Reports screen shows a list of reports with columns Name, Description, and Date. A report titled 'Dep 05292014' is selected. The Print button in the toolbar is highlighted with a red rectangle. A red arrow points from this button to the Report Viewer screen.

The Report Viewer screen displays the 'Deposit Summary' for 'i21 QC 1420 AG Company' on Thursday, May 29, 2014, at 06:18:23 PM. It shows a table of records with columns: Record No., Check No., Bank Name, Payment Method, Received From, Description, and Amount.

Record No.	Check No.	Bank Name	Payment Method	Received From	Description	Amount
BDEP-6		ABC Bank		Company	RAYMOND TO PRINSBURG ACCOUNT -ADMIN	1,000.00
				Company	RAYMOND TO PRINSBURG ACCOUNT -PRINSBURG	500.00
Subtotal:						1,500.00
Total:						1,500.00