How to Archive Report
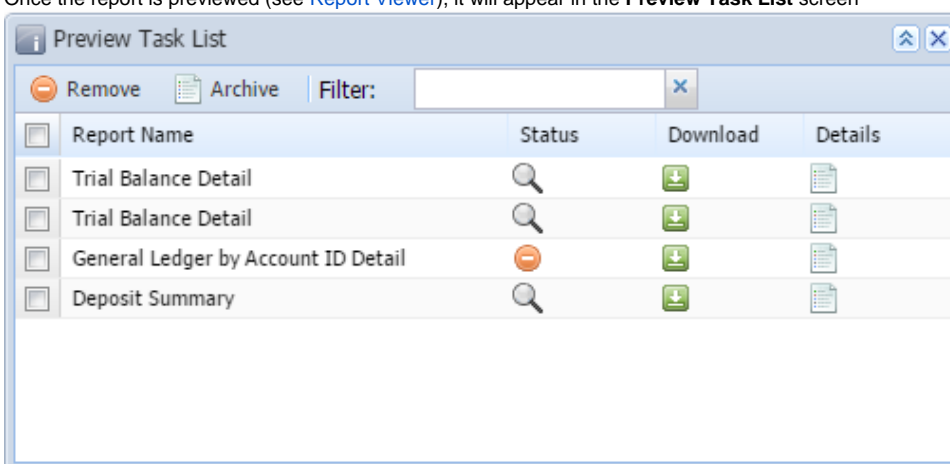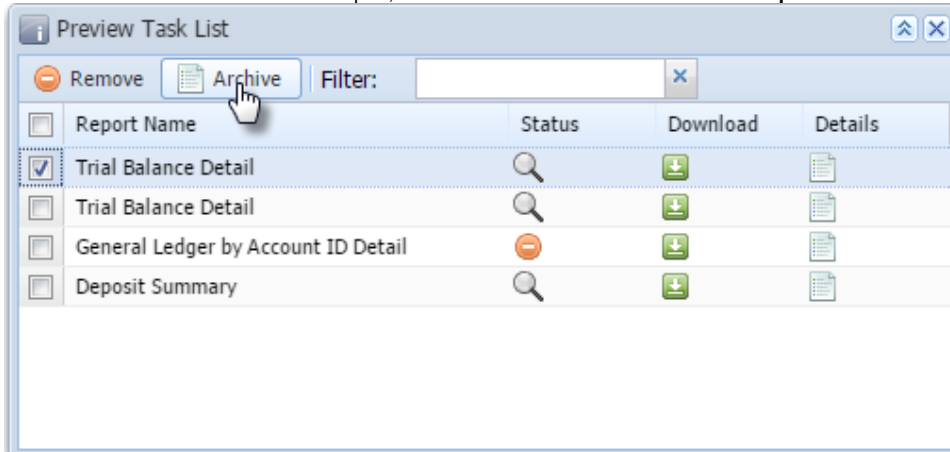
1. Open the **Report Manager screen**. Refer to Report Manager.
2. Once the report is previewed (see Report Viewer), it will appear in the **Preview Task List** screen
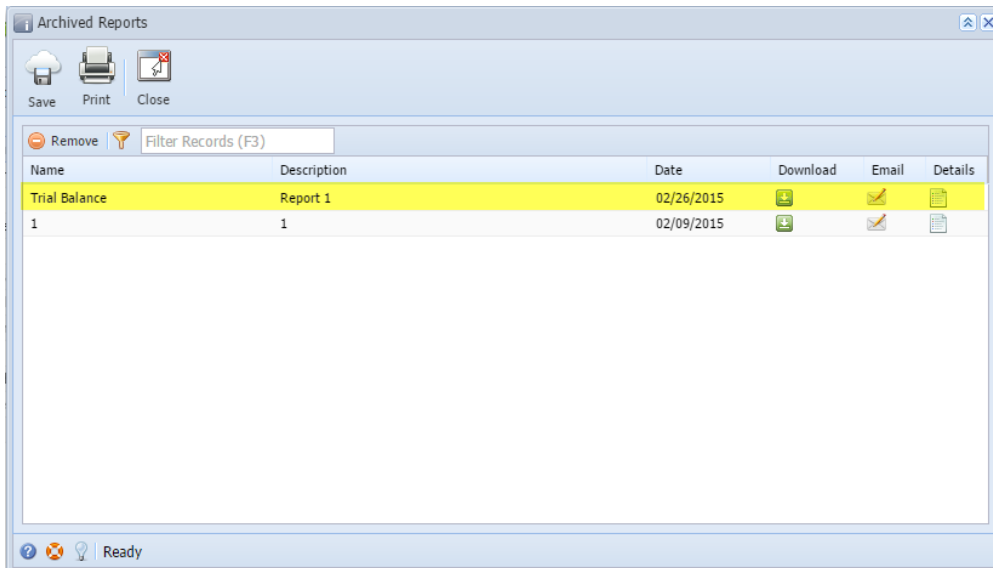

3. Click on the check box of the desired report, then click **Archive** button. The **Archive Report screen** will be displayed.
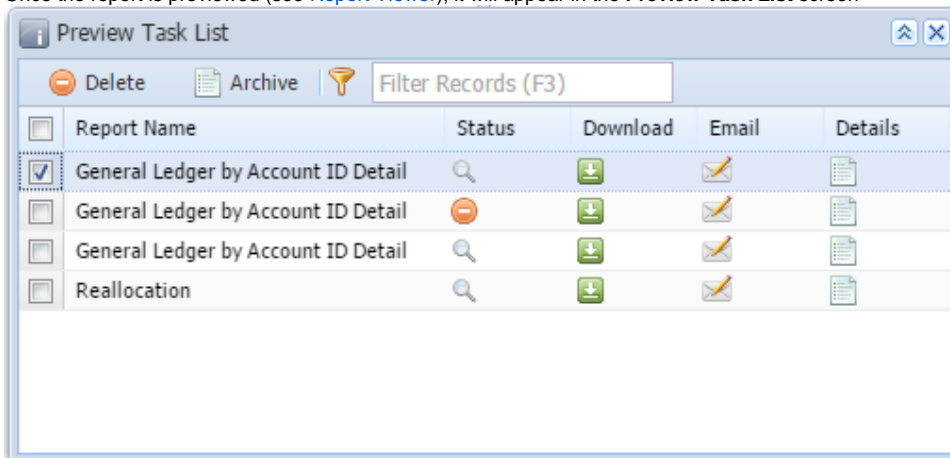

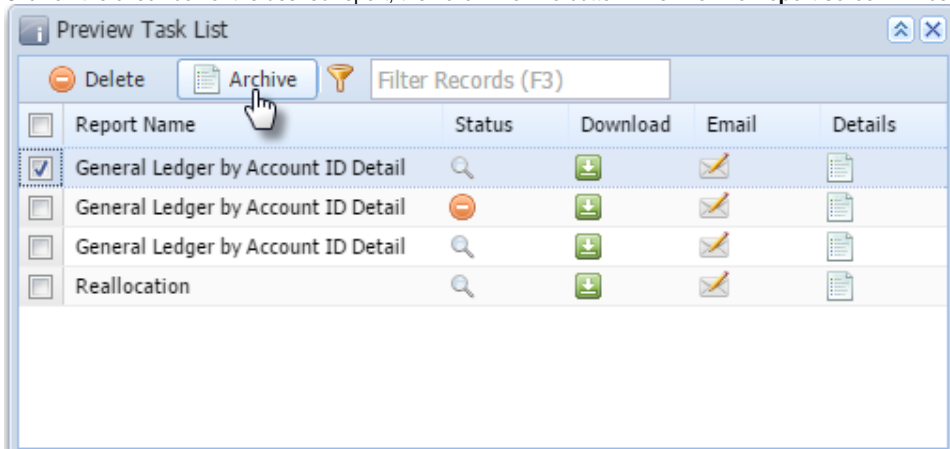4. Input **Name** and **Description,** then click **OK button**.
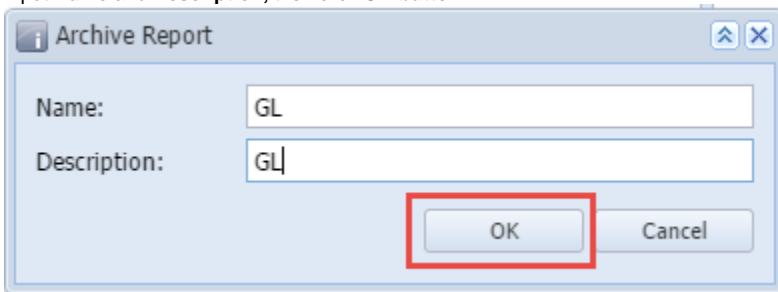

This report will then be added to the Archived Reports.

1. Open the **Report Manager screen**. Refer to Report Manager.
2. Once the report is previewed (see Report Viewer), it will appear in the **Preview Task List** screen

3. Click on the check box of the desired report, then click **Archive** button. The **Archive Report screen** will be displayed.
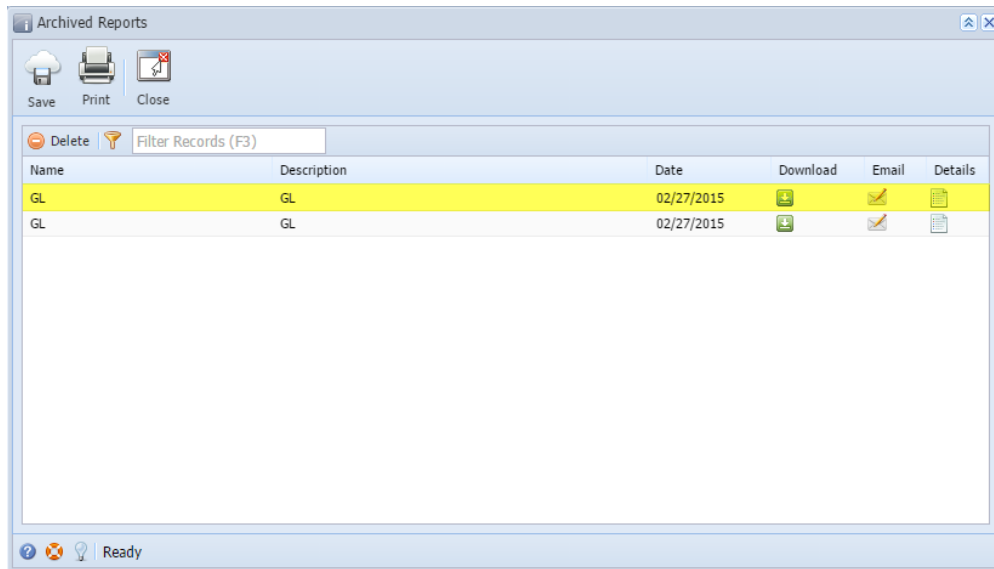
4. Input **Name** and **Description,** then click **OK button**.

Archive Report

Name: GL

Description: GL

[OK]   [Cancel]

This report will then be added to the Archived Reports.

Archived Reports

Save Print Close

⊝ Delete | ▼ Filter Records (F3)

Name	Description	Date	Download	Email	Details
GL	GL	02/27/2015			
GL	GL	02/27/2015			

Ready