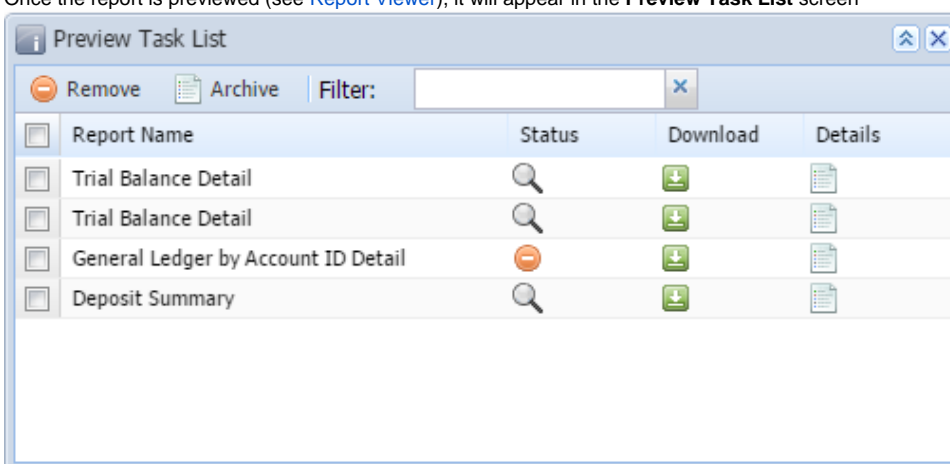
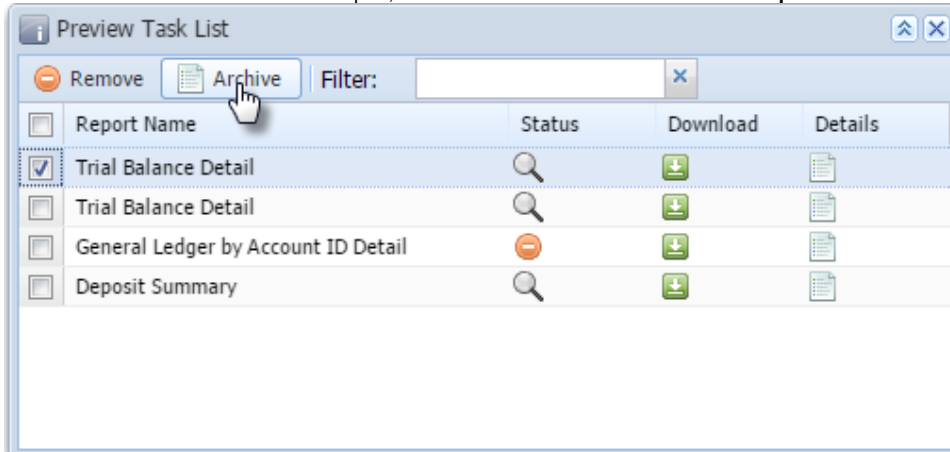


How to Archive Report

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



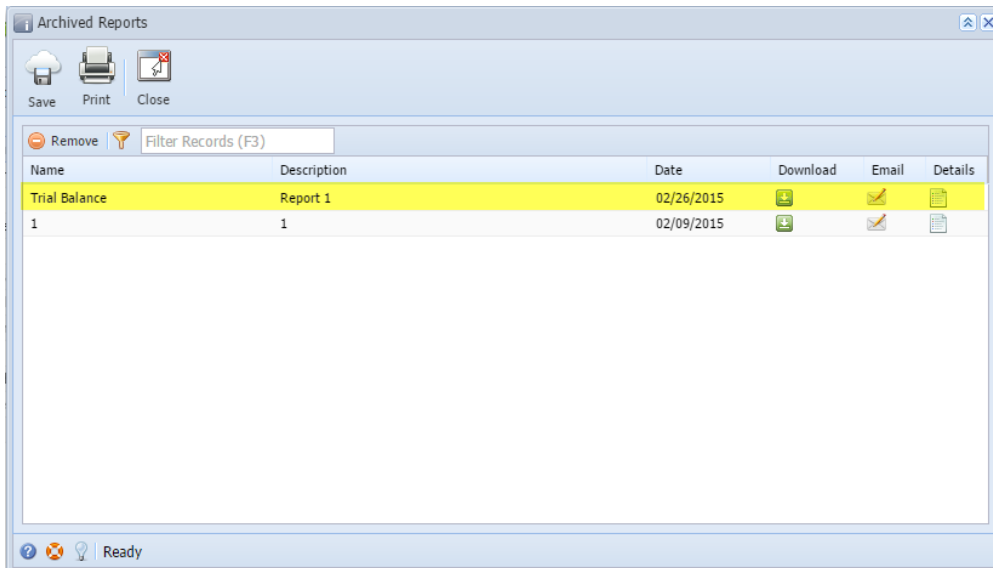
3. Click on the check box of the desired report, then click **Archive** button. The **Archive Report** screen will be displayed.



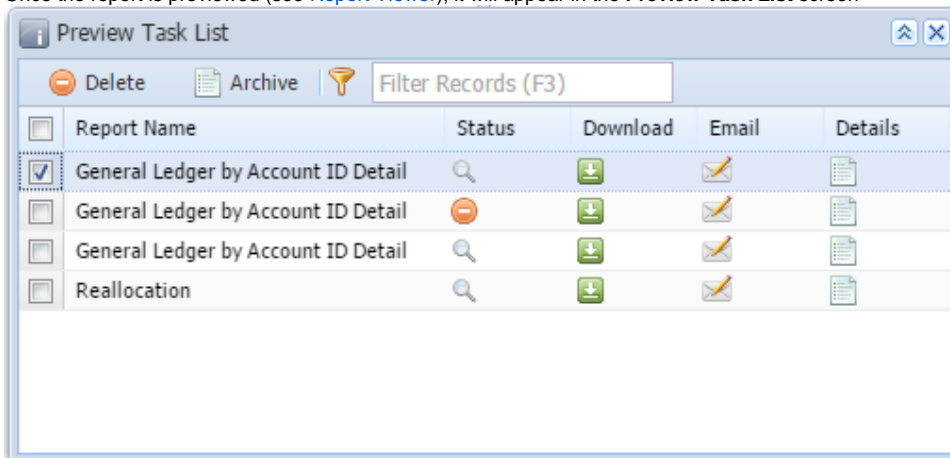
4. Input **Name** and **Description**, then click **OK** button.

The screenshot shows the 'Archive Report' dialog box. It has two text input fields: 'Name:' and 'Description:'. The 'Name' field contains the text 'Trial Balance' and the 'Description' field contains 'Report 1'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

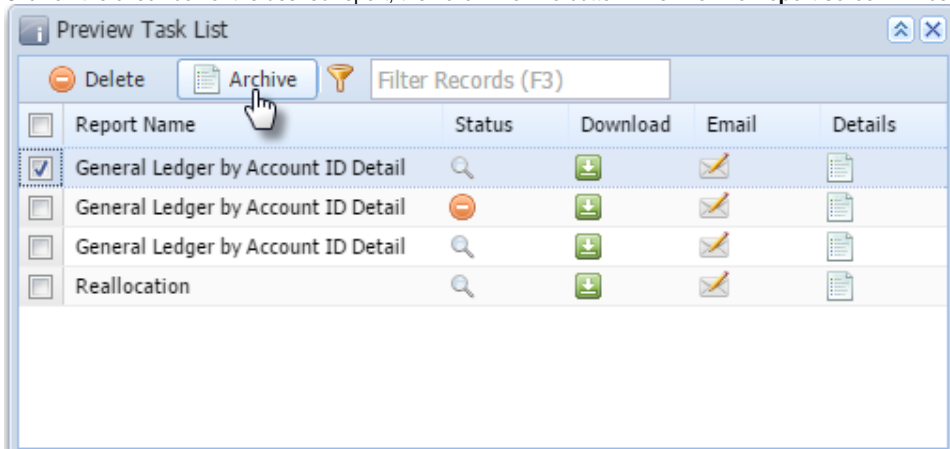
This report will then be added to the Archived Reports.



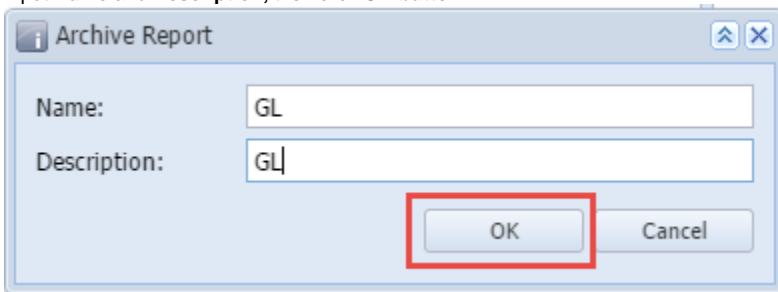
1. Open the **Report Manager** screen. Refer to [Report Manager](#).
2. Once the report is previewed (see [Report Viewer](#)), it will appear in the **Preview Task List** screen



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

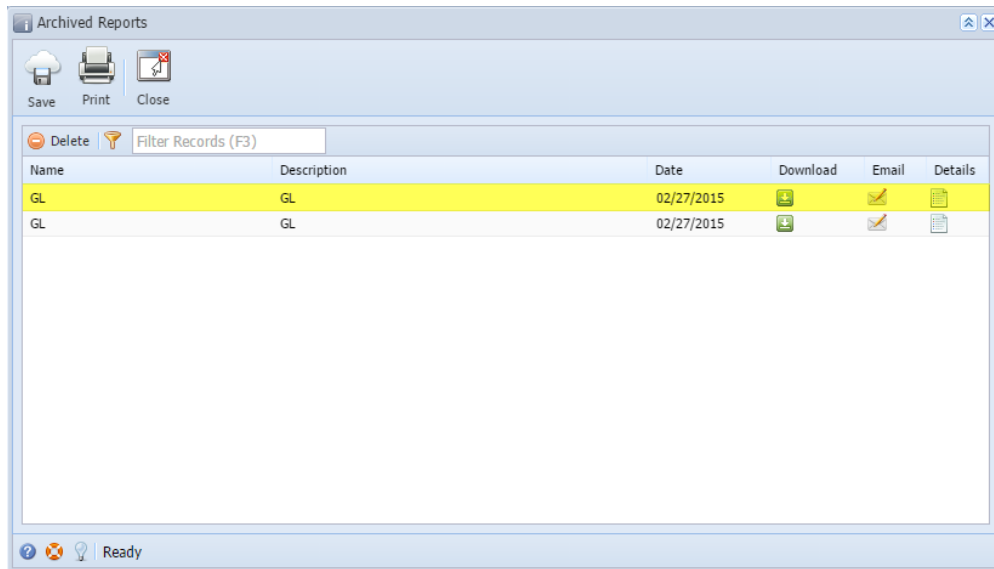


4. Input **Name** and **Description**, then click **OK button**.






The 'Archive Report' dialog box contains two text input fields. The 'Name' field contains the text 'GL'. The 'Description' field contains the text 'GL'. Below the fields are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular border.

This report will then be added to the Archived Reports.



The 'Archived Reports' window displays a table of archived reports. The table has columns for Name, Description, Date, Download, Email, and Details. Two reports are listed, both with Name 'GL' and Description 'GL', dated 02/27/2015. The first row is highlighted in yellow. The window also includes a 'Delete' button, a 'Filter Records (F3)' search bar, and icons for Save, Print, and Close.

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