

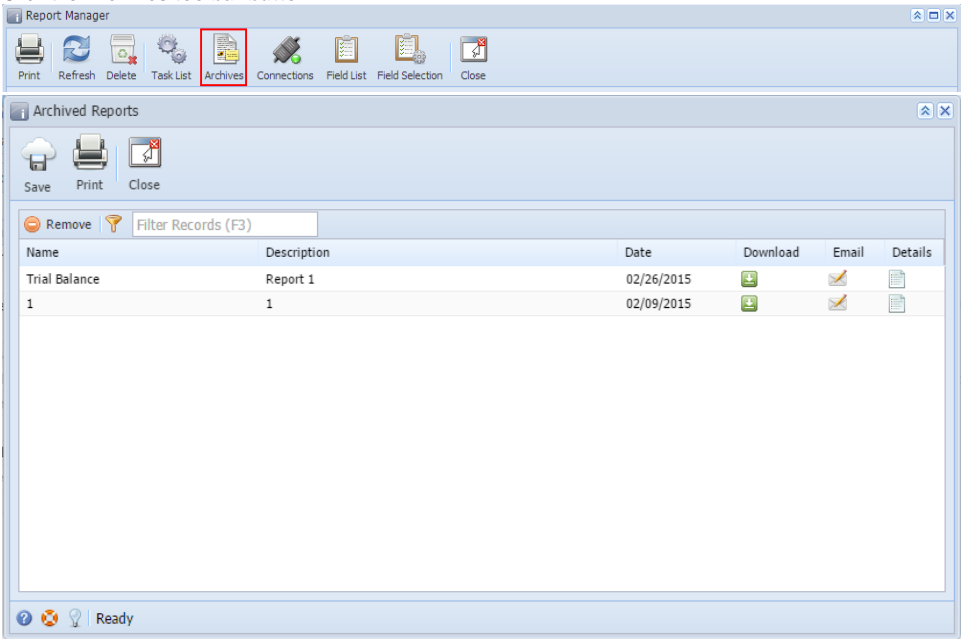
# Archived Reports

As the screen title denote, the **Archived Reports screen** shows all the reports that were archived but can be previewed and printed again.

## How to open the Archived Reports screen:

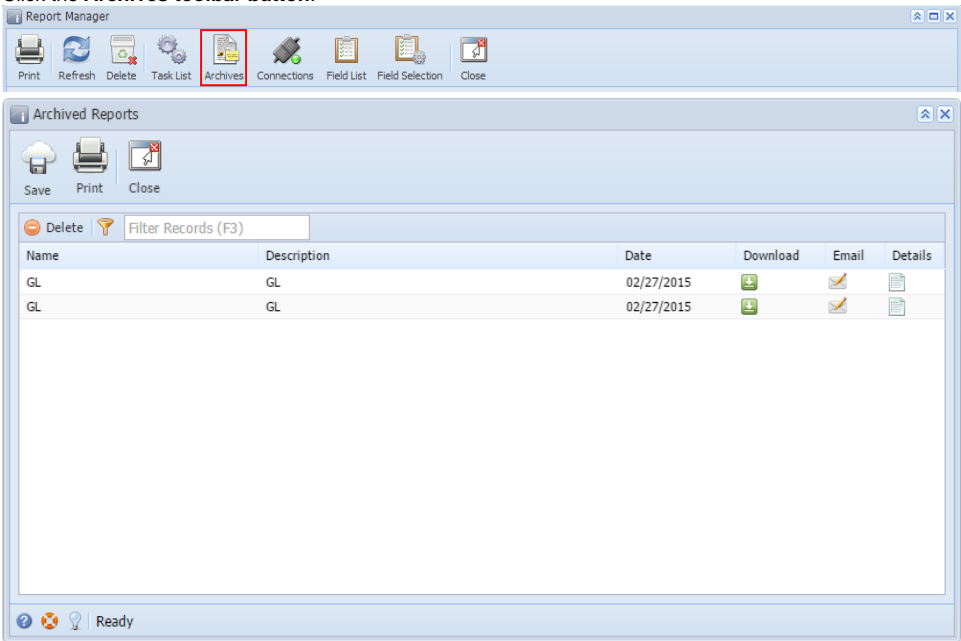
There are two ways to open this screen.

- 1. Via Report Manager screen
  - a. Open the **Report Manager screen**. See [Report Manager](#).
  - b. Click the **Archives toolbar button**.



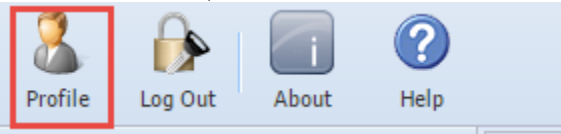
Via Report Manager screen

- a. Open the **Report Manager screen**. See [Report Manager](#).
- b. Click the **Archives toolbar button**.



- 2. Via Profile screen

- a. On the i21 main screen, click the **Profile toolbar button**. This will open the **User Profile screen**.



- b. Click the **Archived Reports toolbar button**.

A screenshot of the 'User Profile' window. The window has a title bar with a question mark icon and standard window controls. Below the title bar is a toolbar with five buttons: 'Save' (cloud icon), 'Undo' (blue arrow icon), 'Change Password' (person with padlock icon), 'Archived Reports' (report icon), and 'Close' (window with red X icon). The 'Archived Reports' button is highlighted with a red rectangular box. The main area of the window contains a form with the following fields: 'Full Name' (containing 'AGADMIN'), 'Email', 'Title', 'Phone', 'Mobile', 'Alt Phone', 'Alt Email', 'Contact Method' (a dropdown menu), 'Fax', 'Location', and 'Department'. To the right of the 'Full Name' field is a button labeled 'Add Photo'. At the bottom of the window is a status bar with icons for help, error, and a lightbulb, followed by the text 'Ready'.

## Pages

- [How to Archive Report](#)
- [How to Delete Archived Report](#)
- [How to Preview Report in Archived Report](#)