

Archive

Limited access

Only administrators or users with appropriate permissions can view this screen.

To view the Archive screen, click **Archive** from the menu panel.

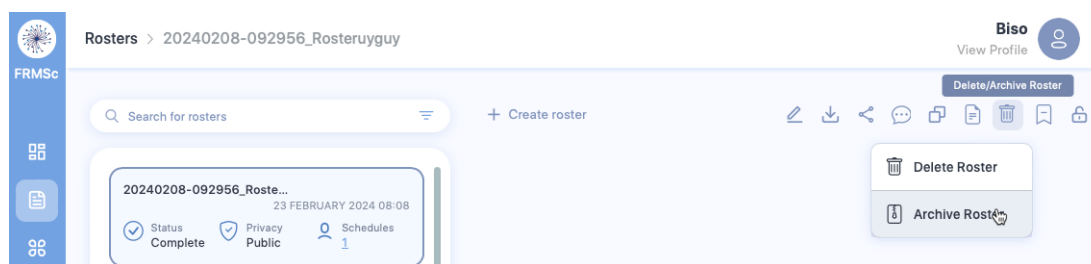
The Archive screen lets you archive a roster analysis so that you can keep the data for future references. Archived rosters however can't be analysed or processed.

Archiving a roster will remove it from the Rosters screen and reduce the total number of active duties held by this instance. This feature can be used as a workaround to continue processing rosters without increasing the duty limit for this instance. In this guide, we will see how to manage archives.

Archive a roster

To archive a roster:

1. Goto the [Rosters](#) screen.
2. Search and select the roster you want to archive.
3. From the control panel that appears on top of the roster analysis, click the **Delete/Archive Roster** icon and select **Archive Roster**.



4. A confirmation box will appear. Click **Archive** to archive the roster.

View an archived roster

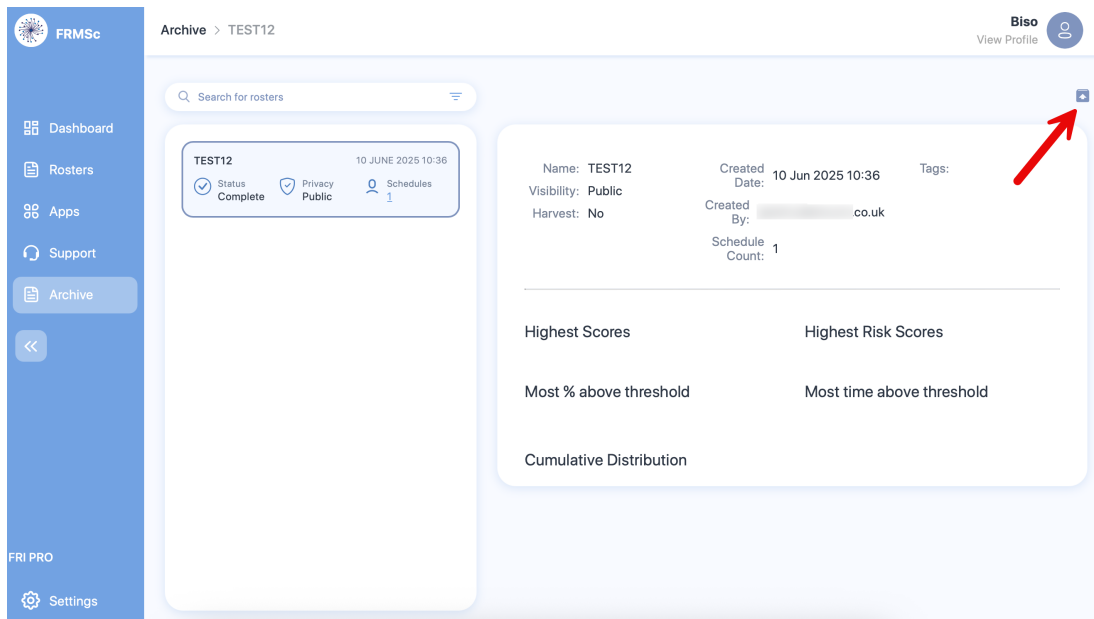
You can view an archived roster from the Archive screen. You can either use the search bar in the Archive screen to search for an archived roster or scroll through the list of archived

rosters to view the roster you want.

Unarchive a roster

You can unarchive a roster from the Archive screen. To unarchive:

1. Search and select the roster you want to unarchive.
2. Click the **Unarchive** icon.



3. A confirmation box will appear. Click **Un-archive** to unarchive the roster. An unarchived roster will appear as an active roster in the [Rosters](#) screen.