

Archiving

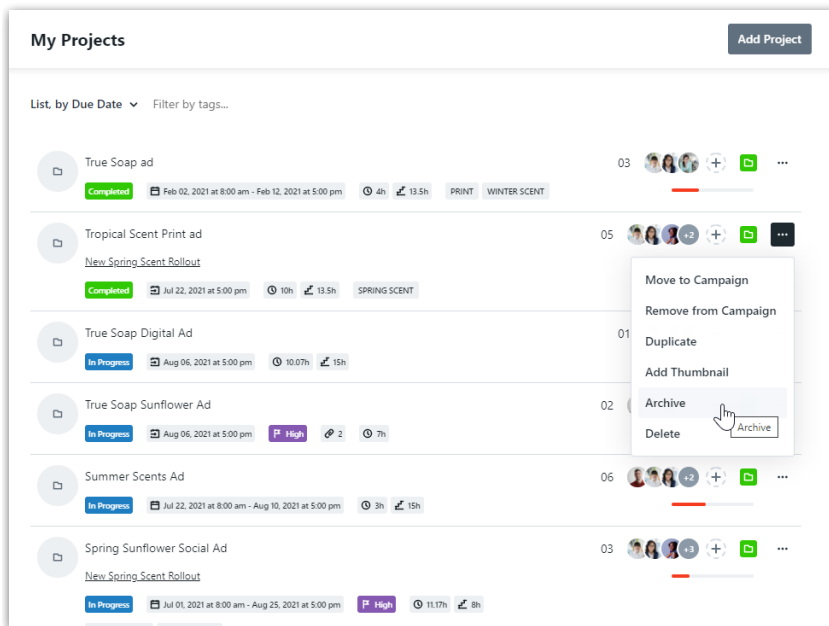
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Archiving is a best practice for any workflow. Archiving allows you to keep your views organized with relevant projects, work items, and requests, while still having a record of past work to reference. Additionally, archiving is reversible so you don't risk potentially losing important work.

Archiving Individual Items

You have the ability to archive campaigns, projects, tasks, proofs, and requests. There are a few methods that work the same for any item.

From your list views, click the actions menu to the right of the item and select **Archive**.



Additionally, items can be archived within the item by clicking the actions menu in the top right corner and selecting **Archive**.



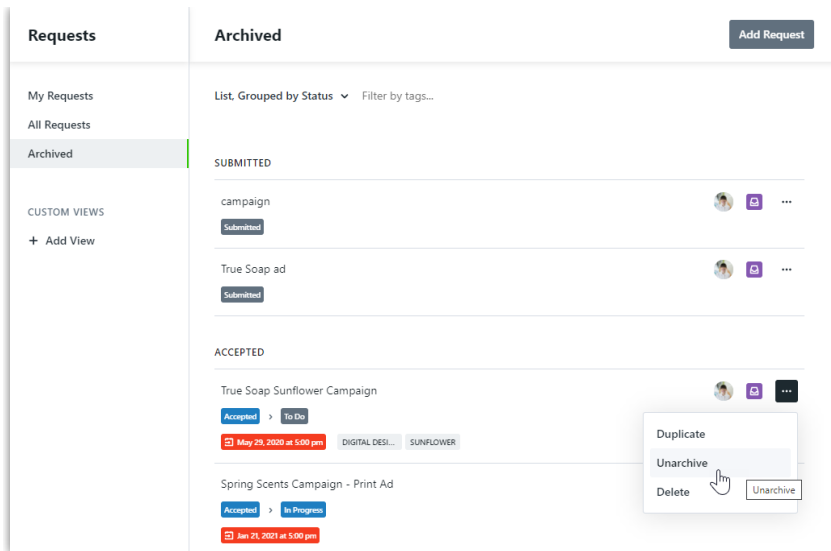
Archiving is hierarchal. For example, when archiving a project, all of the associated tasks and proofs will be archived as well.

Bulk Action Archiving

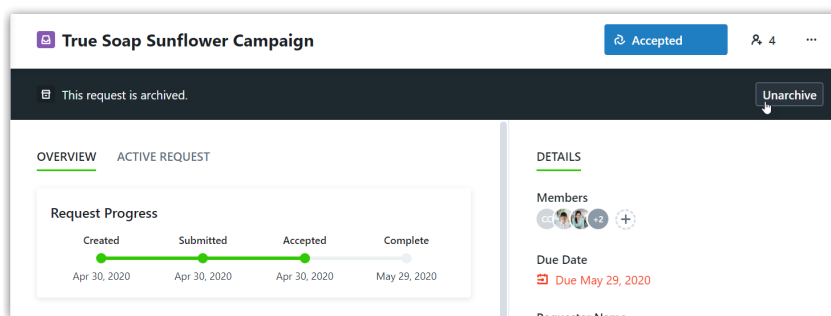
Within Table views you have the ability to bulk archive work. For the example below, a custom view has been created for all completed projects so that these can be regularly monitored and archived when needed. Select the boxes to the left of the appropriate items, click on **Archive** from the action bar at the bottom of the screen and confirm your selection to archive.

Unarchiving

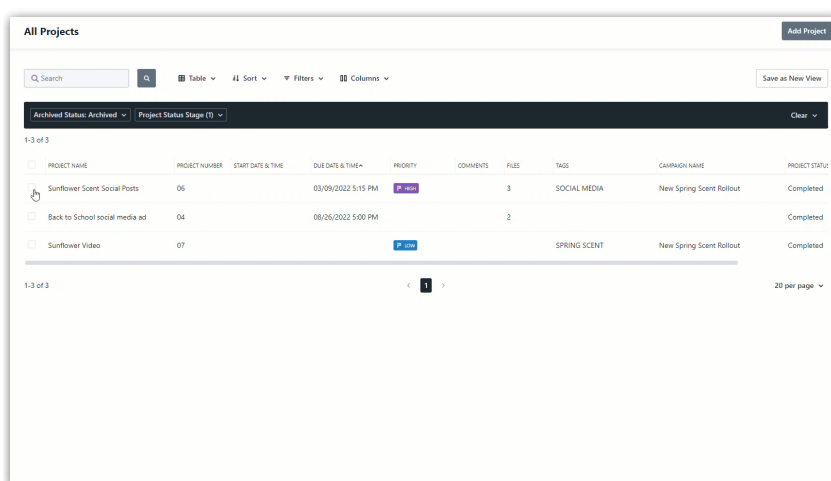
Work can be unarchived at any time. From your list views, select the actions menu to the right of the archived item and select **Unarchive**.



Within an archived item, a banner will display across the top with a button to unarchive. Additionally, clicking the actions menu in the top right corner will provide an option to unarchive.



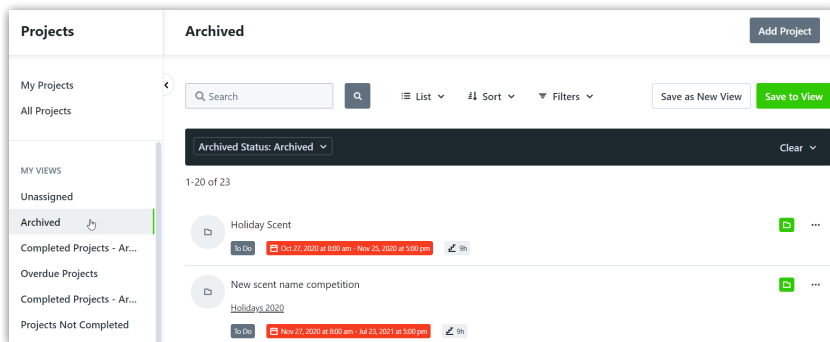
Similar to archiving, you are able to bulk unarchive items via the Tables view. Select the boxes to the left of the appropriate items, click on **Unarchive** from the action bar at the bottom of the screen and confirm your selection to unarchive.



Searching for Archived Items

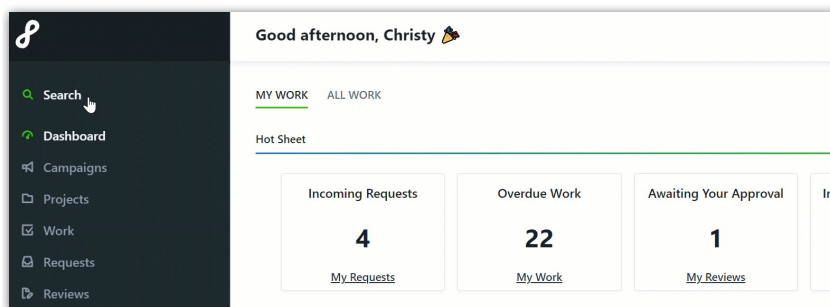
By default, archived items will be filtered out of your views. There are a few ways to view archived items when needed.

Within your list views, select **Archived** on the left side of the screen to view archived items.

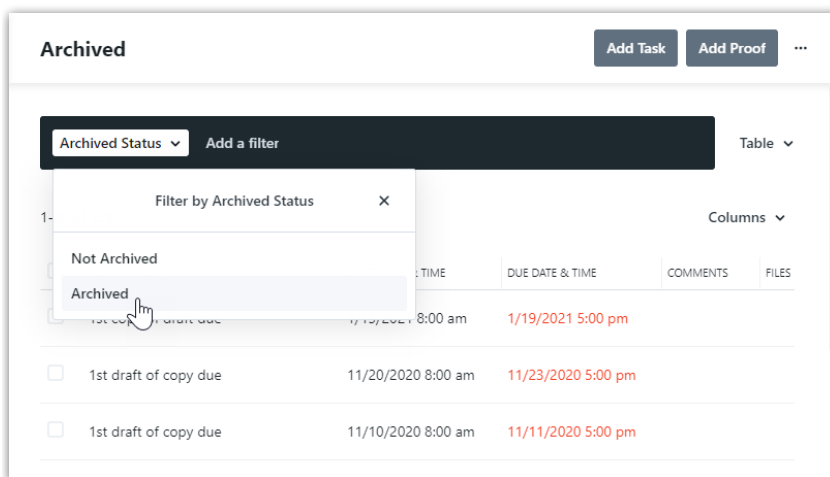


You can filter by Archived Status on any [Custom View](https://guide.lytho.com/help/custom-views) (<https://guide.lytho.com/help/custom-views>) you choose to create.

When using Global Search, select **Options** and toggle on **Include Archived** to expand your search to archived items.



Within Table Views and Reports a filter can be applied to include archived items.





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