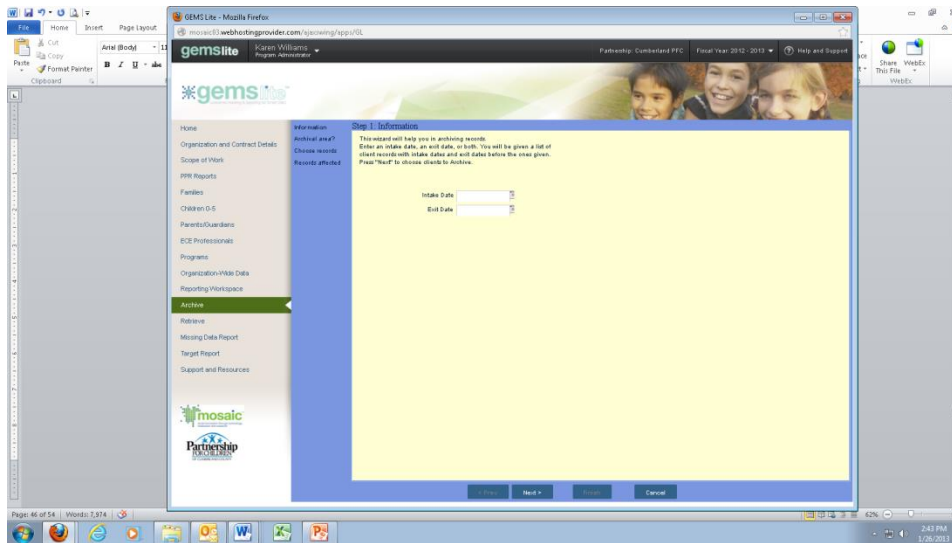


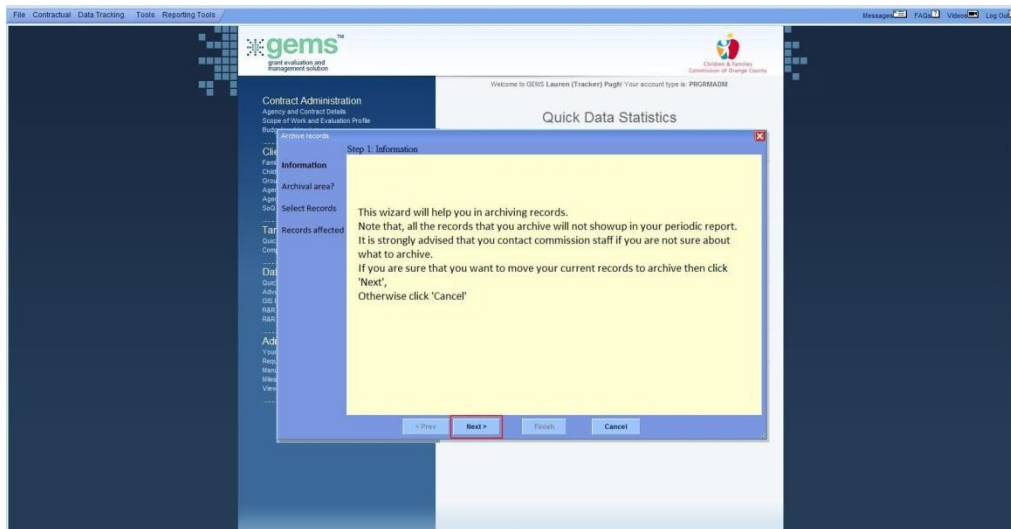
How to Archive Records

The Process of Archival will help the user to archive old records. Users can easily archive records directly through the menu bar. A wizard will guide the user through the process of archiving.

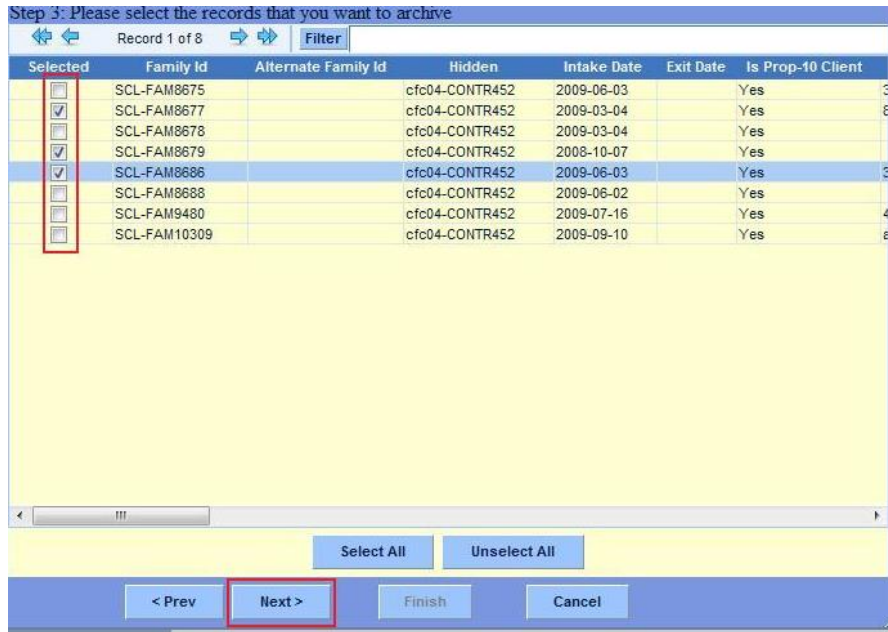
Step 1: The user selects the Archiving option from the menu bar.



Step 2: A wizard will walk the user through the archiving process.



Step 3: From the available list, the user selects the records to be archived.



Intelligently Restricting the List of Records that Show in Wizard

In order to make the archival process easier to use by grantees, this wizard will allow users to easily restrict the list of Records shown in the wizard to the *most probable candidates* for archival. This wizard will use Exit Date in the Child records for the purpose. Specifically, a step will require users to enter date for the following label: “Restrict list of records to those prior to: [fill in]”. The list of the clients in Figure 3 will only show those records older than the date specified in the wizard.

Step 4: The user completes the archival procedure by clicking finish.

