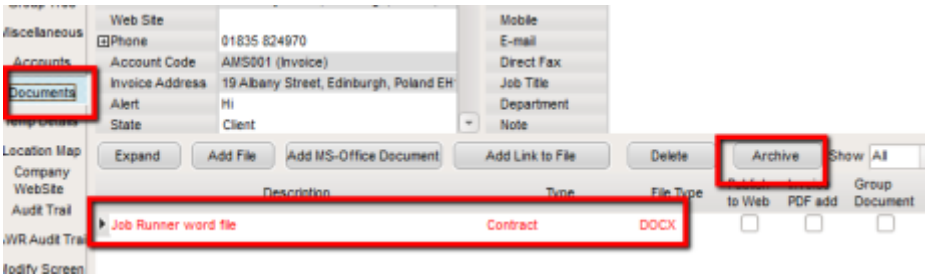
Archiving Documents

(2.3.4+)
Documents can be archived in all document views. Once archived the file text will turn red. These files will not be available when attaching documents to emails.

When viewing a range of documents it is possible to filter them by All, Archived or Live documents. The default is All.

To access this feature from any view – Documents – Select a file – Use the Archive button



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