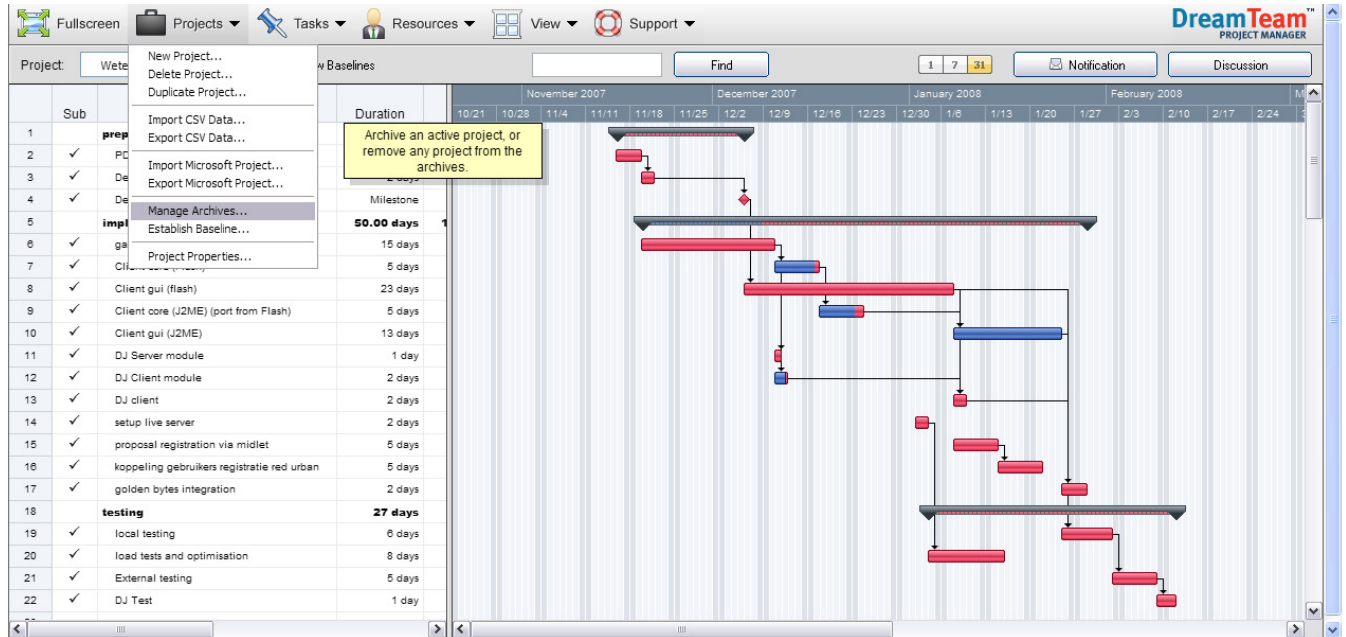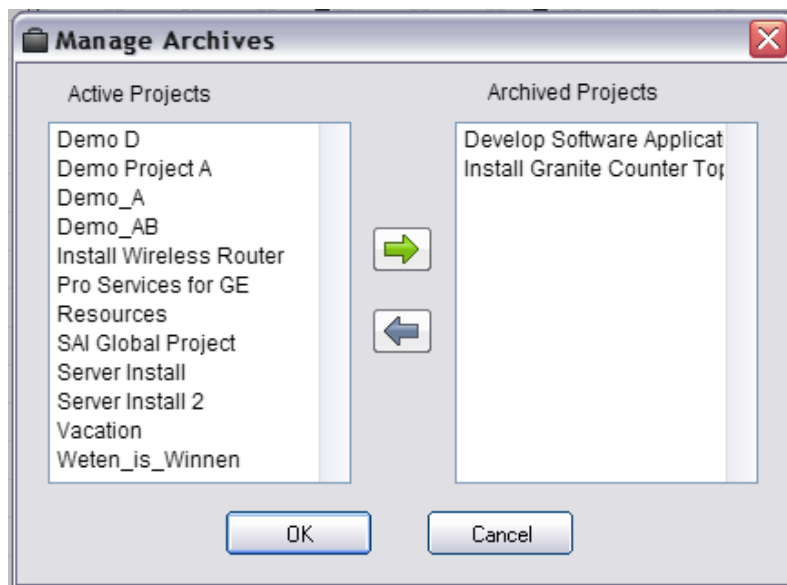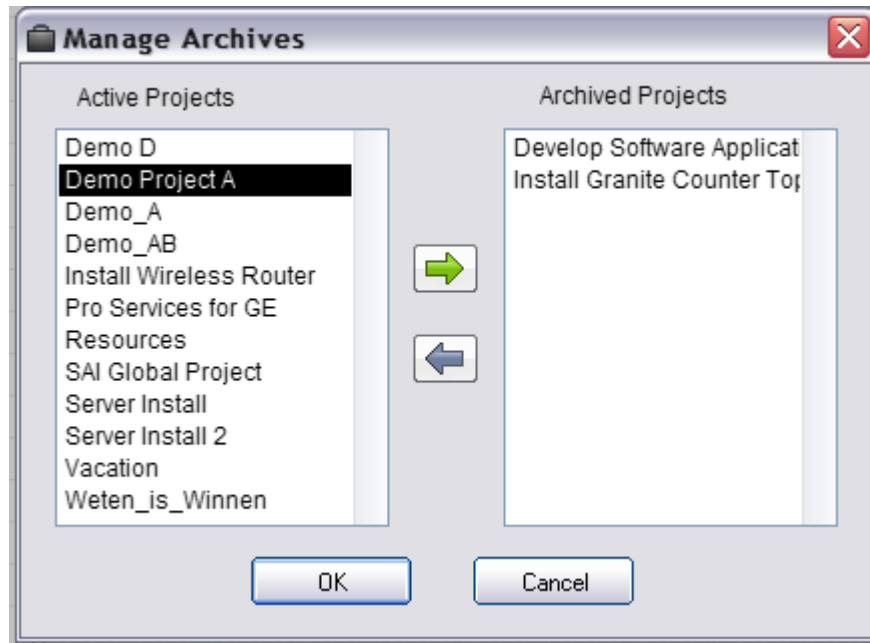# How to Archive a Project in DreamTeam

Step 1: From the Project Menu select the Manage Archives command

Step 2:   Once you select the Manage Archives command, the Manage Archives dialog box will appear with a list of Active Projects on the left and Archived Projects on the right.

Step 3:   Next select the project or projects that you want to archive by clicking on them

Step 4: Once you have selected all of the projects that you want to archive click the Green arrow button.
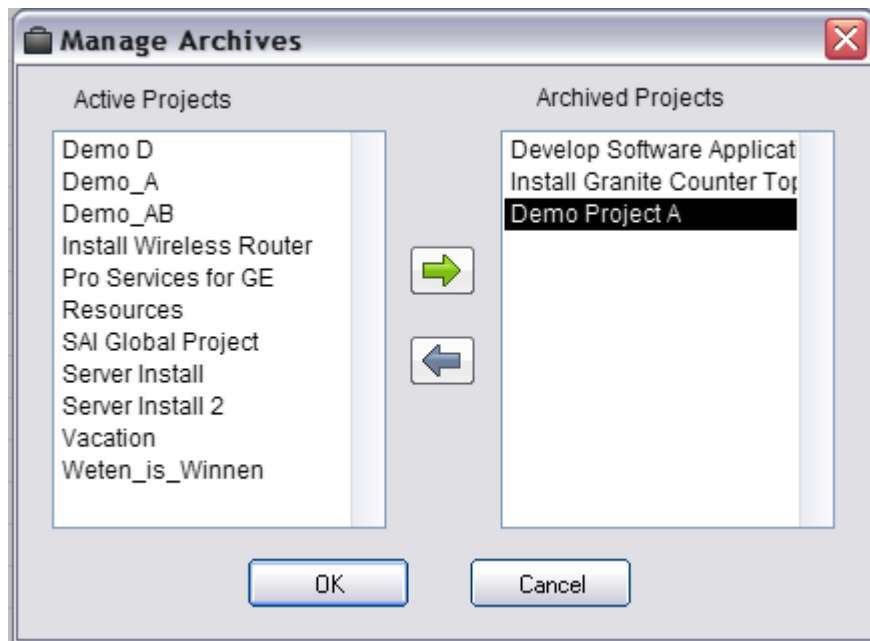
Step 5:   Once you move the projects you want to Archive to the Archived Projects box click the OK button and you are done.