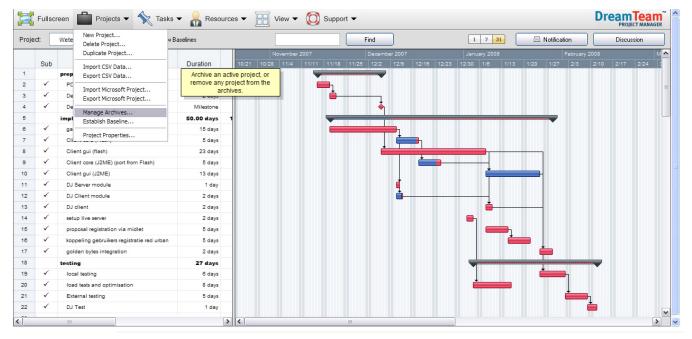
## How to Archive a Project in DreamTeam

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



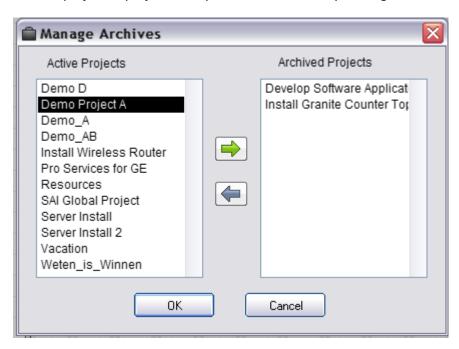
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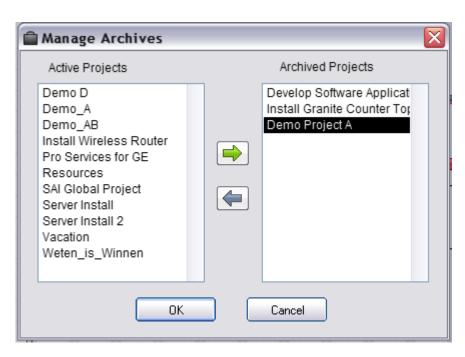
Step 2: Once you select the Manage Archives command, the Manage Archives dialog box will appear with a list of Active Projects on the left and Archived Projects on the right.



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.