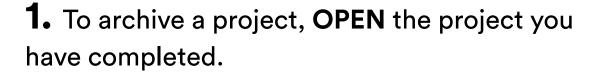
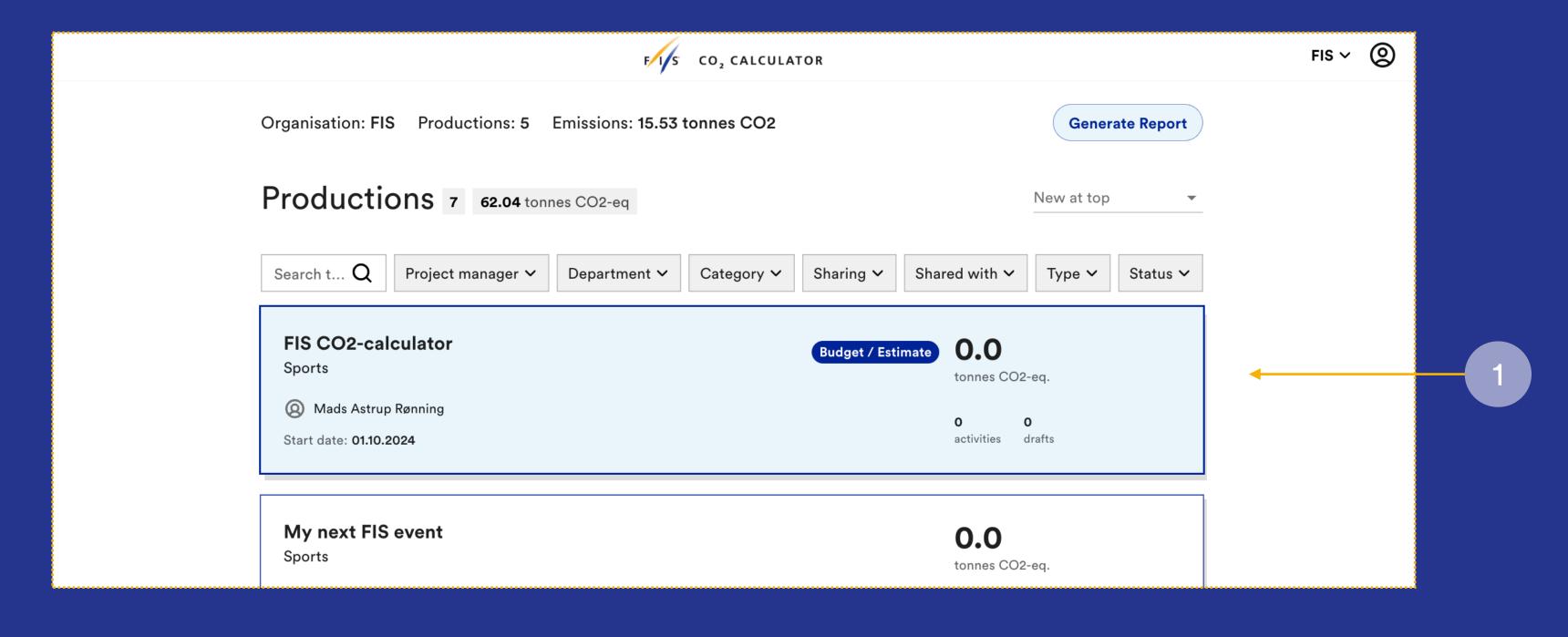


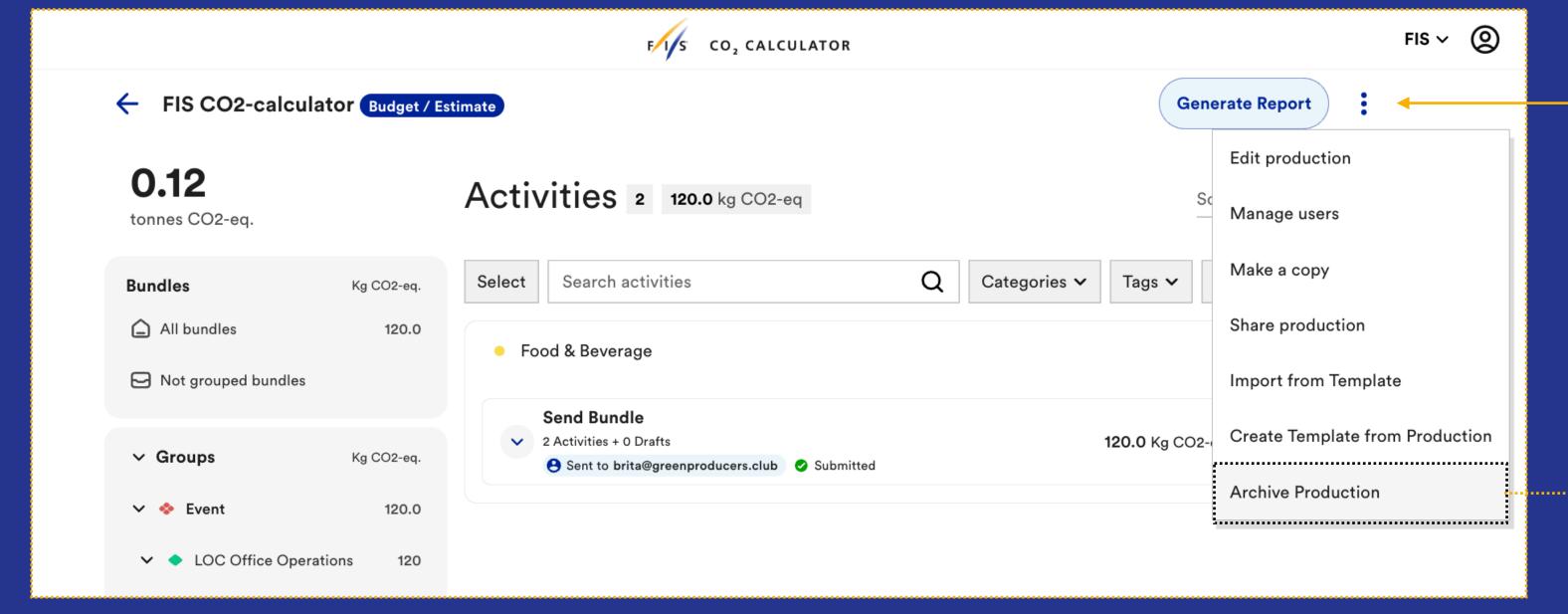
## INSTRUCTION MANUAL 7

Archiving a Production



- 2. Click on the THREE DOTS at the top right.
- 3. Click on ARCHIVE PROJECT.





**4.** You can easily identify archived projects, as a grey bar will appear at the top of the page indicating "**ARCHIVED**," along with a watermark on the project on your main page.

If you need to make changes to a project after archiving it:

- 5. Click on the THREE DOTS at the top right.
- 6. Click on **UNARCHIVE PRODUCTION**.

A box will appear explaining the consequences:

«Unarchiving this production will recalculate emissions following the latest research data (also impacting production and organisation emissions, statistics and reports) and allow changes to bundles and activities.»

Make the changes and archive the project again.

We recommend that **ALL OUR MEMBERS** archive completed projects to keep their main page organized and make navigation easier.

