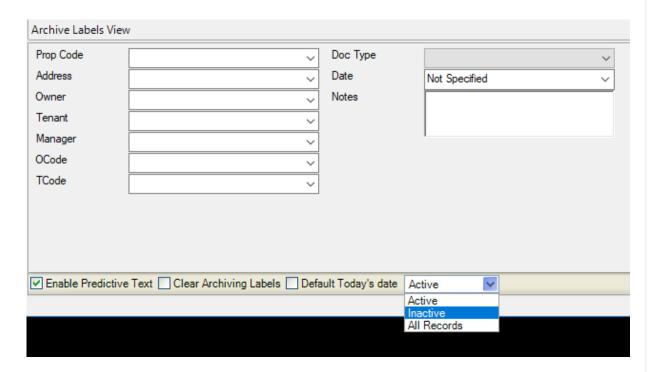![rockend - The leader in property software]

Archiving a Document for an Inactive Property

To archive a document to an inactive property, select the 'Inactive' option from the dropdown box at the bottom of the Archive Labels View.

Enter the archive label information as per normal.

Hit the 'Archive' icon at the top left hand side of the screen, or hit enter on your keyboard.

06/09/2018 2:34 pm AEST