

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.

Archive Labels View

Prop Code	<input type="text"/>	Doc Type	<input type="text"/>
Address	<input type="text"/>	Date	Not Specified
Owner	<input type="text"/>	Notes	<input type="text"/>
Tenant	<input type="text"/>		
Manager	<input type="text"/>		
OCode	<input type="text"/>		
TCode	<input type="text"/>		

Enable Predictive Text Clear Archiving Labels Default Today's date

Active
Active
Inactive
All Records

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.

