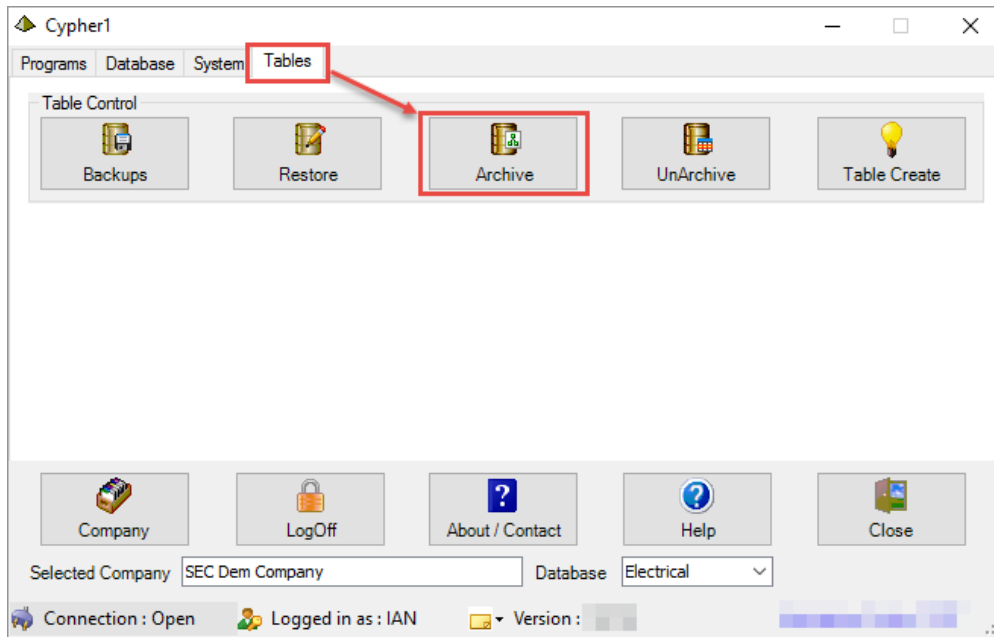


Cypher 1 Working Notes 16 – Archiving

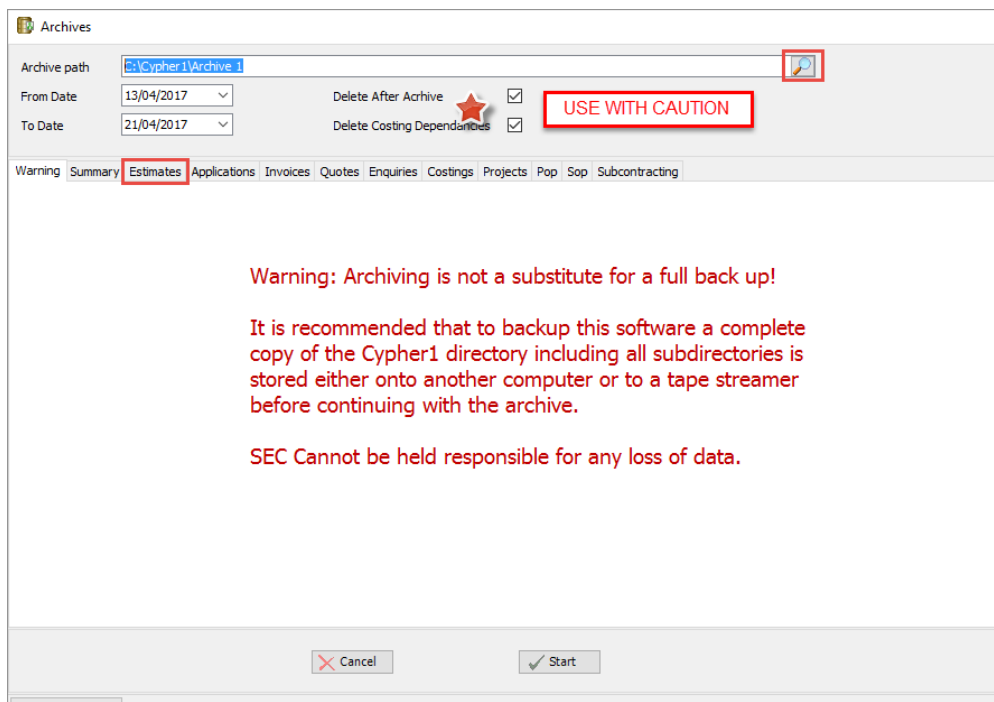
First make a directory on your server to store the files created.

From the Cypher1 screen click on the **Tables** tab, the **Archive**:



In the **Archive path** browse to the directory you created.

(There is a default Archive folder within the Cypher1 folder if you wish to use that).



Delete After Archive & Delete Costing Dependencies will **remove all trace** of the record (*other than its archived copy*) and **all associated files** from the Costing; POP; Invoicing and Applications modules etc.)

