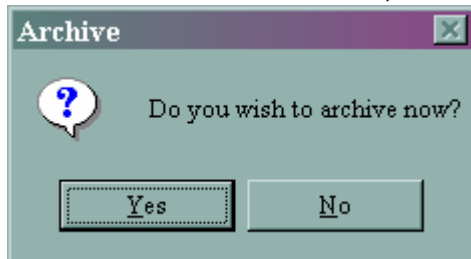


Force Archive

You can force archiving to occur outside of the scheduled settings or if this is the first time you setup archiving you will want to force your archive to occur.

To force your archive

1. From the '**Actions**' menu, choose **Archive** then **Archive Now**.



2. Click **Yes**.

***Note:** If the following error message appears, contact the Help Desk at x6800.

