

## How to archive Reports

Archiving pupil reports ensures that they remain in the Parent Message Centre available for download, but are removed from the 'Latest Reports' page. Archived reports are moved to the 'Archive' page, where a complete record of a pupil's report history is displayed for their parents to review at any time.

1. Ensure you are logged into the Staff Message Centre.
2. Click 'Setup' in the Report Zone.
3. Scroll down to the 'Archive' section.
  - a. Select 'Yes' to show archived documents.
  - b. Select a 'Created Before' date. Reports uploaded before this date will be archived.

Archive

Choose the controls for selecting which report documents are archived.

**Archive**  Yes  No  
Choose whether to show archive documents.

**Created Before**    
Choose the date before which documents will be shown in archive. Archive documents will only show if a date is specified.

4. Click 'Save' after editing any details.