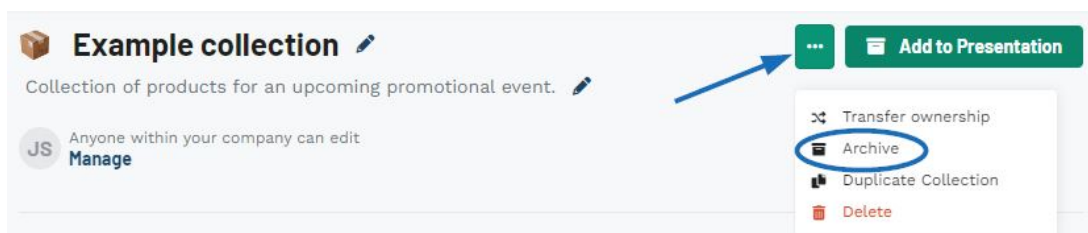


Archive a Collection

2022-08-30 - Jennifer M - Collections

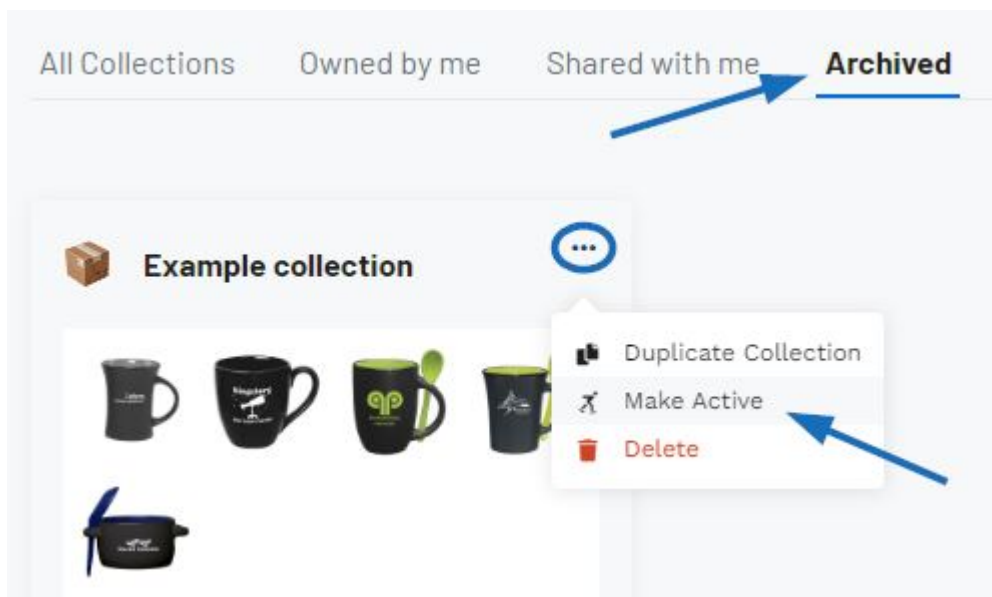
Collections that are not currently needed but not quite ready to be deleted permanently have the ability to be archived.

Archive will deactivate the collection so that at any point in the future, the collection can be made active again if needed. To archive a collection, open it, then click on the "kebab" icon and select "Archive".



The collection will be available in the Archived tab.

To active an archived collection, locate it in the Archived tab, click on the "kebab" icon and then select "Make Active".



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