

Archiving

Published on 01/27/2022

Archiving is a best practice for any workflow. Archiving allows you to keep your views organized with relevant Campaigns, Projects, work items, and Requests, while still having a record of past work to reference. Additionally, archiving is reversible so you don't risk potentially losing important work.



Lytho ProTip: Deleting anything in Lytho is permanent. If you are unsure if you will need something in the future, Archiving is a safe and easy substitute to deletion.

Archiving Individual Items

You have the ability to archive Campaigns, Projects, Tasks, Proofs, and Requests. There are a few methods that work the same for any item.

From your list views, click the actions menu to the right of the item and selectArchive.

My Projects	Add Proje
Q, Saarch Q II Sort v V Filters v	
Archived Status: Not Archived v Project Status Stage (2) v A Filter by Members (1) v	Clear ~
I-4 of 4	
Countdown to Graduation - Blog	024 🙎 🗐 🔁 🔤
Spring 2024 Commencement	Move to Campaign
UT Athletics Website Refresh	Remove from Campaign 026 Duplicate
TILE B Mar 1 - Apr 13 REEAND	Change Thumbnail
SL Patricks © LIT	016 (Archive (h)
Spring 2004 Social Content	Delete
In Progress 🔁 Apr 10 - Apr 20 🥂 HANGE DESIDUNE 🔘 Dh 20m 🗹 2m DHSITAL SOCIAL	
Commencement - Campus Info for families	017 🐨 🐨 🕒 -
Spring 2024 Commencement	
in Drogwan 🖪 Apr 4 - Apr 20 🛛 🕹 14A DIMAL	

Additionally, items can be archived within the item by clicking the actions menu in the top right corner and selecting **Archive**.

Projects	Countdown to Graduation - Blog	🔕 In Progress 🗸 🚥
My Projects All Projects	OVERNEY Add Task Add Proof Add Group	DETAILS FILES M Project Number 024 Change Thumberal
MY VIEWS Overdue Projects	III List of there of the state	Description Publish as Template Add description Edit Blockers
SHARED WITH ME Content Calendar	ⓒ dimensionalization 2 <	Members Archive Delete
Business School Re-brand Team Standup	 A training training A training A training 	Solid Commencement Solid Commencemen
SHARED WITH OTHERS Projects Due While on PTO	Automotorymeter	P RUSHI V Start Date Due Date
+ Add View	Add a 198	Mar S Tags contract roc x will x Add tag.
	Design - - © for each reary size Q: (2): ■ - Image: Size (Size (Level of Effort Tracked Time ∠ 17h © Ch
	Ontropy spectral by team	Scent Name 🛛 😡
	🖉 Proof for review 💿 🛞 🔳 🗕	COMMENTS ACTIVITY

G

Archiving is hierarchal. For example, when archiving a Project, all of the associated Tasks and Proofs will be archived as well.



Bulk Action Archiving

Within Table views (https://guide.lytho.com/help/table-views) you have the ability to bulk archive work. For the example below, a custom view has been created for all completed Projects so that these can be regularly monitored and archived when needed. Select the boxes to the left of the appropriate items, click on **Archive** from the action bar at the bottom of the screen and confirm your selection to archive.

Arch		ject Status Stage (1	<u>, </u>							Clear
	PROJECT NAME *	PROJECT NUMBER	START DATE & TIME	DUE DATE & TIME	PRIORITY	COMMENTS	PILES	TAGS	CAMPAIGN NAME	PROJECT
Ь	Back to School social media ad	04		08/26/2022 5:00 PM			2			Comple
	Sunflower Scent Social Posts	06		03/09/2022 5:15 PM	Р нон		3	SOCIAL MEDIA	New Spring Scent Rollout	Comple
	Sunflower Video	07			P LOW			SPRING SCENT	New Spring Scent Rollout	Comple
	Tropical Scent Print ad	05		07/22/2021 5:00 PM				SPRING SCENT	New Spring Scent Rollout	Comple
	True Soap ad	03	02/02/2021 8:00 AM	02/12/2021 5:00 PM				PRINT, WINTER SCENT		Comple
	Truesoap social Campaign	02		05/24/2022 5:00 PM	Р нан	3	3	SOCIAL MEDIA		Comple
					< 1 >					

You can choose to notify assigned members by using the **Send Notifications** checkbox before archiving.

Unarchiving

Work can be unarchived at any time. From your list views, select the actions menu to the right of the archived item and select **Unarchive.**

Requests	Archived	Add Request
My Requests All Requests	List, Grouped by Status v Filter by tags	
Archived	SUBMITTED	
CUSTOM VIEWS	campaign Scientitud	۰۰ ۵ 🛞
	True Soap ad Somittee	۰۰۰ 🕲 🚯
	ACCEPTED	
	True Soap Sunflower Campaign	۰۰ 🛛 🛞
	Accepted → To Do May 29, 2020 at 500 pm DIGITAL DESL. SUNIFLOWER	Duplicate
	Spring Scents Campaign - Print Ad Accepted → In Progress	Delete Unarchive
	Jan 21, 2021 at 5:00 pm	

Within an archived item, a banner will display across the top with a button to unarchive. Additionally, clicking the actions menu in the top right corner will provide an option to unarchive.



True Soap S	Sunflower Ca	mpaign	ැටි Accepted	% 4 …	
This request is ar	chived.				Unarchive
OVERVIEW ACTIV	E REQUEST			DETAILS	
Request Progress				Members	
Created	Submitted	Accepted	Complete		
Apr 30, 2020	Apr 30, 2020	Apr 30, 2020	May 29, 2020	Due Date Due May 29, 2020	
				Portuostor Namo	

Similar to archiving, you are able to bulk unarchive items via the Tables view. Select the boxes to the left of the appropriate items, click on **Unarchive** from the action bar at the bottom of the screen and confirm your selection to unarchive.

l Projects									Add Proje
Q Search Q	I Table ∨	ál Sort v ⊤ Fil	ters 👻 🟮 Columns	~					Save as New View
Archived Status: Archived 👻 Project Status Stage (1) 🗸								Clear 🗸	
l of 3									
PROJECT NAME	PROJECT NUMBER	START DATE & TIME	DUE DATE & TIME *	PRIORITY	COMMENTS	FILES	TAGS	CAMPAIGN NAME	PROJECT STA
Sunflower Scent Social Posts	06		03/09/2022 5:15 PM	Р нон		3	SOCIAL MEDIA	New Spring Scent Rollout	Complete
Back to School social media ad	04		08/26/2022 5:00 PM			2			Complete
Sunflower Video	07			P IOW			SPRING SCENT	New Spring Scent Rollout	Complete
l of 3					>				20 per page

Searching for Archived Items

By default, archived items will be filtered out of your views. There are a few ways to view archived items when needed.

When using Global Search, select **Options** and toggle on **Include Archived** to expand your search to archived items.

P	Good afternoon, Christy 🏂	Good afternoon, Christy 🏂						
Search	MY WORK ALL WORK							
Dashboard	Hot Sheet							
Campaigns				_				
Projects	Incoming Requests	Overdue Work	Awaiting Your Approval	Ir				
/ork	4	22	1					
equests	My Requests	My Work	My Reviews					
Reviews	<u>My Requests</u>	<u>INIY WORK</u>	<u>My Reviews</u>					

Within Table Views and Reports a filter can be applied to include archived items.



Archived	Add Task Add Proof			
Archived Status 🗸 Add a filter			т	able 🗸
Filter by Archived Status	×		Colun	nns 🗸
Not Archived	: TIME	DUE DATE & TIME	COMMENTS	FILES
Archived	1, 10, 202 - 8:00 am	1/19/2021 5:00 pm		
1st draft of copy due	11/20/2020 8:00 am	11/23/2020 5:00 pm		
1st draft of copy due	11/10/2020 8:00 am	11/11/2020 5:00 pm		

Consider making a Custom View (https://guide.lytho.com/help/custom-views) to specifically view Archived work.

Projects	Archived	Add Project
My Projects All Projects	C Search Q I≣ List ∨ 44 Sort ∨ ▼ Filters ∨	Save as New View Save to View
MY VIEWS	Archived Status: Archived •	Clear ~
Unassigned Archived M Completed Projects - Ar	E Holiday Scent 1008	D
Overdue Projects Completed Projects - Ar Projects Not Completed	New scent name competition Holidays 2022 Bits Contraction - Mark 21, 2611 at 505 Zmm	D

© 2024 Lytho, Inc. All rights reserved. | Privacy Policy (https://www.lytho.com/privacy-policy/) Have a friend who could benefit from Lytho? Refer them and get a \$200 gift card! (https://www.lytho.com/share-the-lytho-love/)