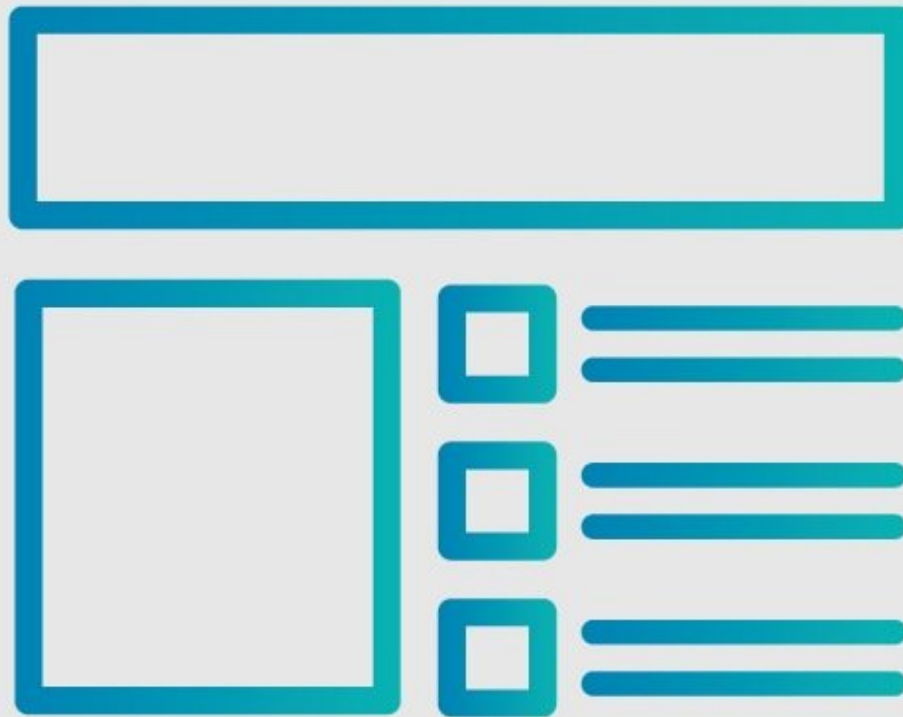




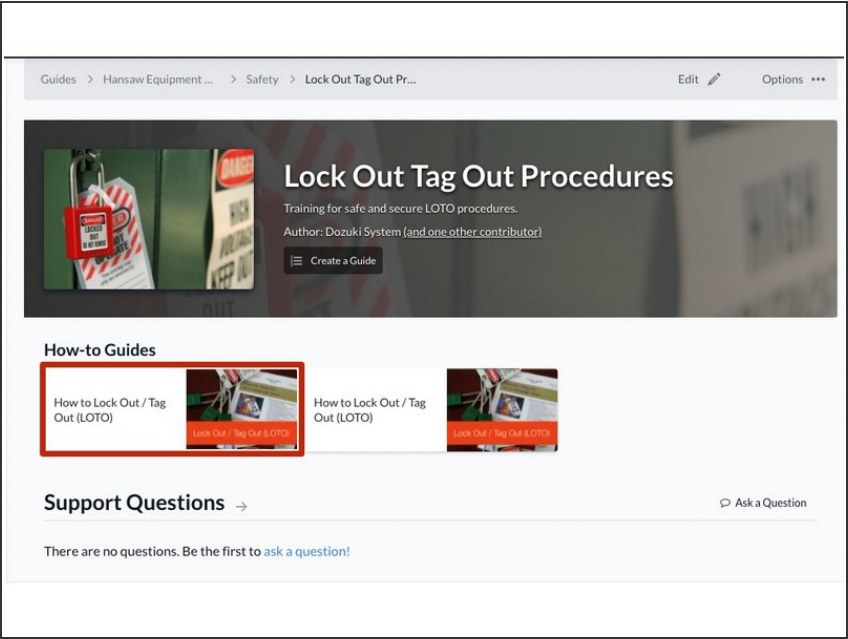
How to Archive a Guide

This guide demonstrates how to archive a guide by flagging it.

Written By: Dozuki System

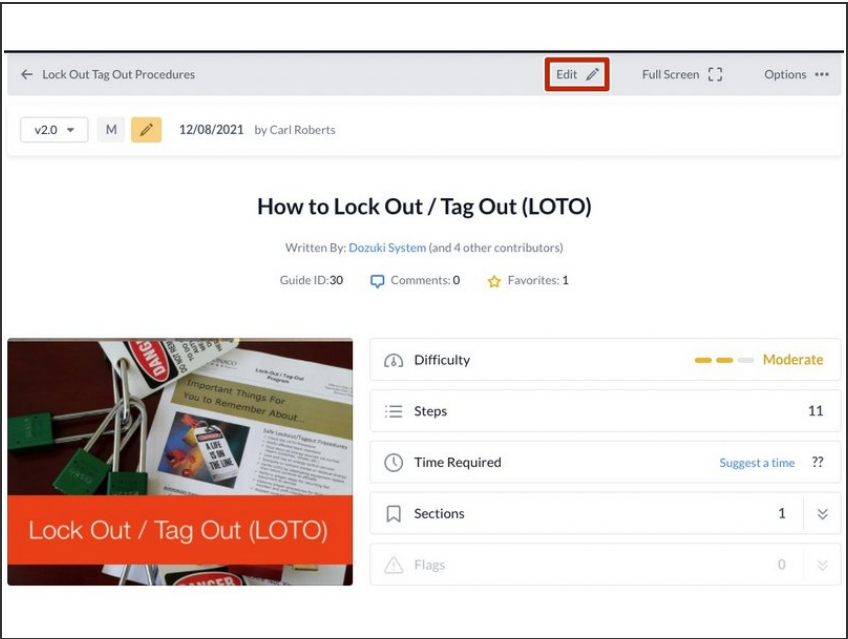


Step 1 — How to Archive a Guide



- Navigate to the guide that you want to archive.

Step 2



- Click on the **Edit** button to open the edit page.

Step 3

- Click on the **Introduction** tab, at the top-left of the edit page tabs.

Step 4

- ① The **Flags** drop-down menu is at the bottom of the page.
- Click in the **Flags** field to view the available flags.

Step 5

Flags

Archived Guide
Featured Guide
Grammatical Errors
Improper Action
In Progress
Inconsistent Images
Incorrect Bullets
Incorrect Prerequisites
Incorrect Text
Incorrect Tools
Markup Problems
Missing Images
Missing Prerequisites
Missing Steps
Potentially Dangerous
Prerequisite Only
Request Guide Deletion
Unnecessary Steps
Unsatisfactory Images
User-Contributed Guide

- Select **Archived Guide** from the **Flags** drop-down menu.

Step 6

Flags

Archived Guide



This guide is retained solely for historical purposes.
Use the updated version of the guide to perform
your repair.

Bulk-create steps

Delete Guide

Save

- Click on the **Save** button.
- ❗ The flag's description will open and remain on the page until it is removed.

Step 7

The left screenshot shows the 'Introduction' editing page for a guide titled 'Lock Out / Tag Out (LOTO)'. The page has a top navigation bar with 'Lock Out Tag Out Procedures', 'View Draft' (highlighted with a red box), and 'Options'. Below the navigation bar are tabs for 'Introduction', 'Details', 'Guide Steps', and 'Approval Process'. The 'Introduction' tab is active, showing a form for 'What type of guide is this?' (set to 'How-to'), 'Location (Category Name)' (set to 'Lock Out Tag Out Procedures'), 'Guide Title' (set to 'How to Lock Out / Tag Out (LOTO)'), and a 'Search Summary' field. A preview of the guide is shown on the right, featuring a red banner with 'Lock Out / Tag Out (LOTO)' and a grid of 11 steps.

The right screenshot shows the 'View Draft' page for the same guide. The title is 'How to Lock Out / Tag Out (LOTO)'. It lists the author as 'Written By: Dozuki System (and 4 other contributors)', the guide ID as '30', and shows 0 comments and 1 favorite. A preview of the guide is shown on the left. On the right, there are details for 'Difficulty' (Moderate), 'Steps' (11), 'Time Required' (Suggest a time ??), 'Sections' (1), and 'Flags' (0). At the bottom, a green-bordered box indicates the guide is 'Archived Guide' and provides a message: 'This guide is retained solely for historical purposes. Use the updated version of this guide to perform your repair.'

- Click on the **View Draft** button in the top-right of the introduction editing page.
- The view draft page will open displaying the Archived Guide notification.
- ❗ For Admins and Authors, an archived guide will show up in a search. Only admins and authors can view an archived guide.
- ❗ A standard user cannot see archived guides in a search, nor can they view an archived guide.

Step 8

- ✦ In order for the flag to take effect, you must create a new release.
- Click on the **Create Release** button in the top-right corner of the guide view page.
- ❗ For details on creating a release, refer to the guide: [How to Publish a New Release](#).