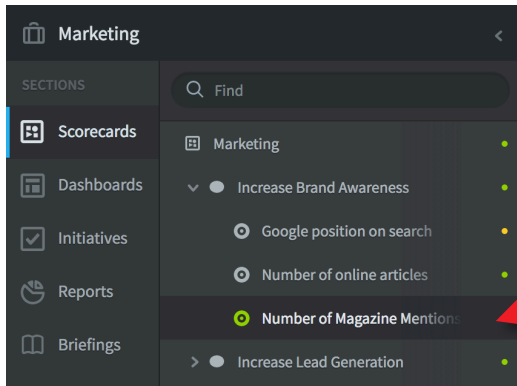




Archiving Scorecard Objects - 1

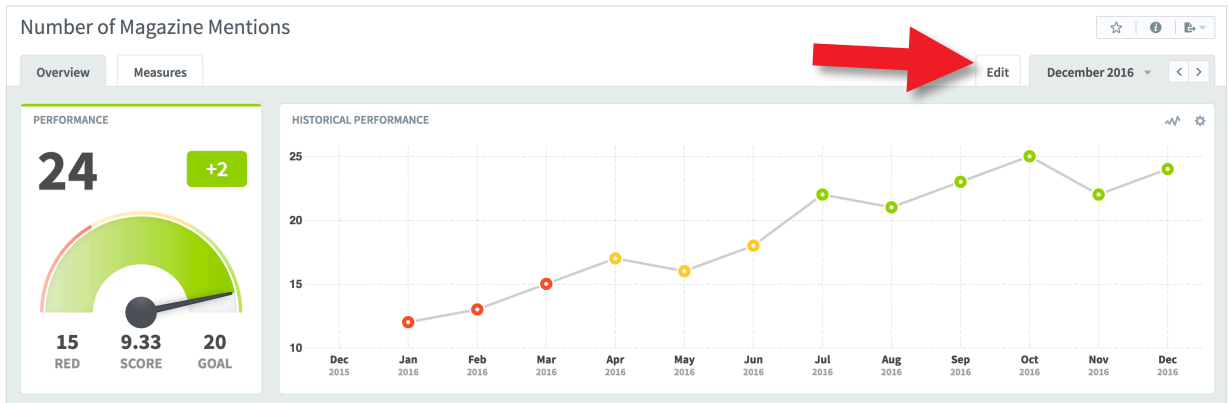
Any Scorecard object can be archived. This includes; Scorecards, Perspectives, Themes, Objectives and Measures



Go to the Scorecard and select the Object you want to archive.

In this example we have selected the measure **Number of Magazine Mentions**

Click on Edit on the top right of the Overview panel

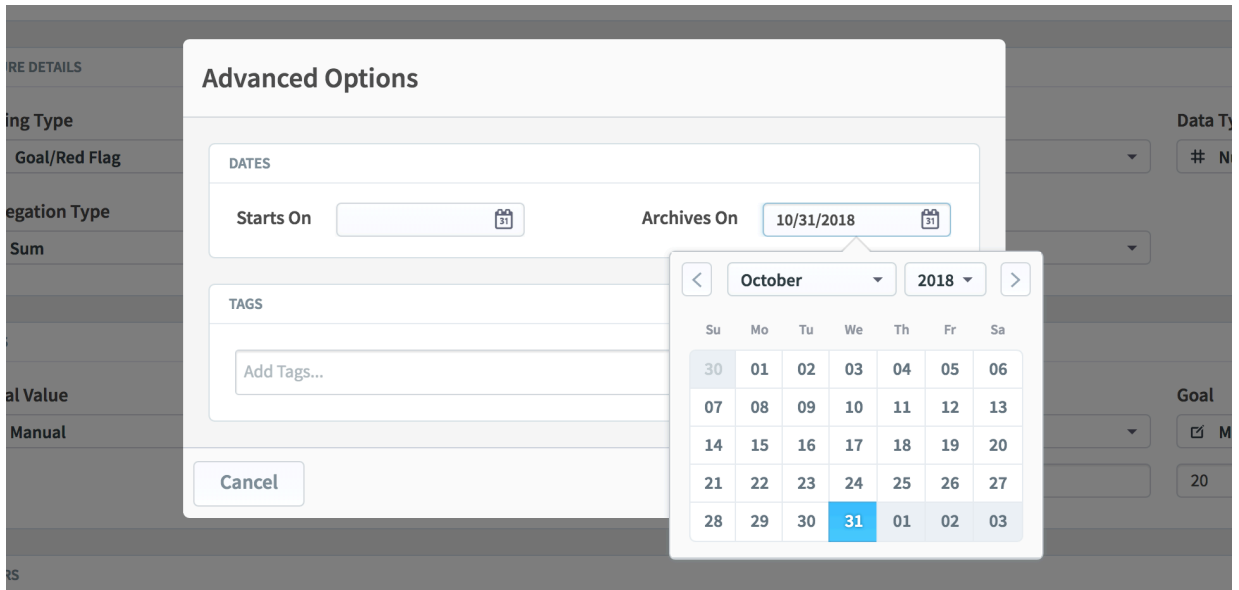


Click on Advanced Options:

The screenshot shows the 'Advanced Options' configuration page for the 'Number of Magazine Mentions' measure. The 'Name' field contains 'Number of Magazine Mentions'. The 'Type' is set to 'Measure'. The 'Weight' is set to '33.33%'. A red arrow points to the 'Advanced Options' button. Below, the 'MEASURE DETAILS' section shows 'Scoring Type' as 'Goal/Red Flag', 'Calendar' as 'Monthly', and 'Data Type' as '# Number'.



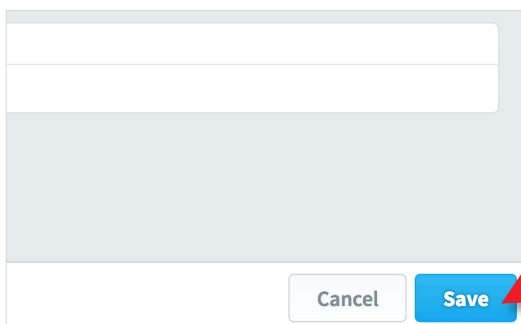
Archiving Scorecard Objects - 2



The Advanced Options dialogue box will appear. Select the **Archive On** date from the drop down calendar.

In this example we have selected the end of October 2016

Click Done



IMPORTANT: when the Edit screen reappears, click Save to save the changes

The object will not appear in any view **After** the archive date.

You can also use the **Starts On** option to conceal objects prior to a specified date.