



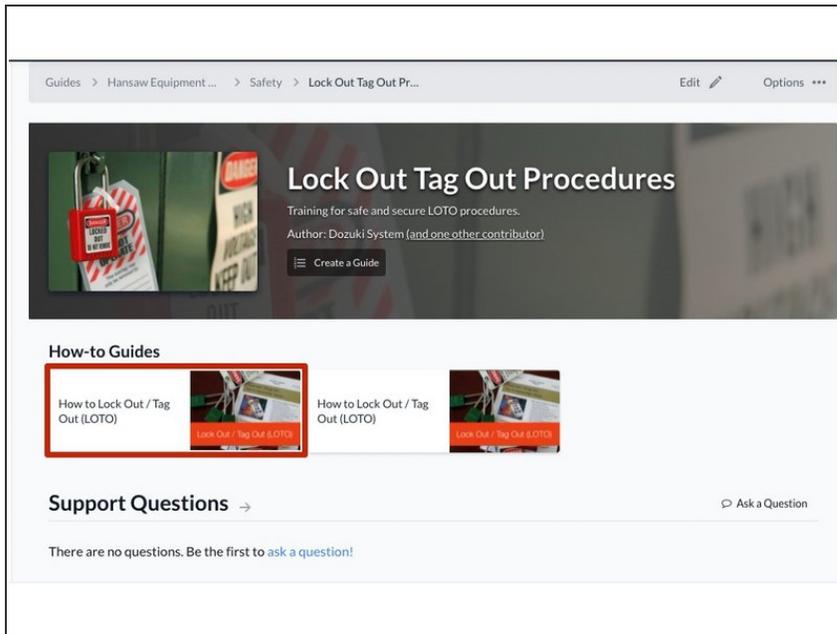
# How to Archive a Guide

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

Written By: Dozuki System

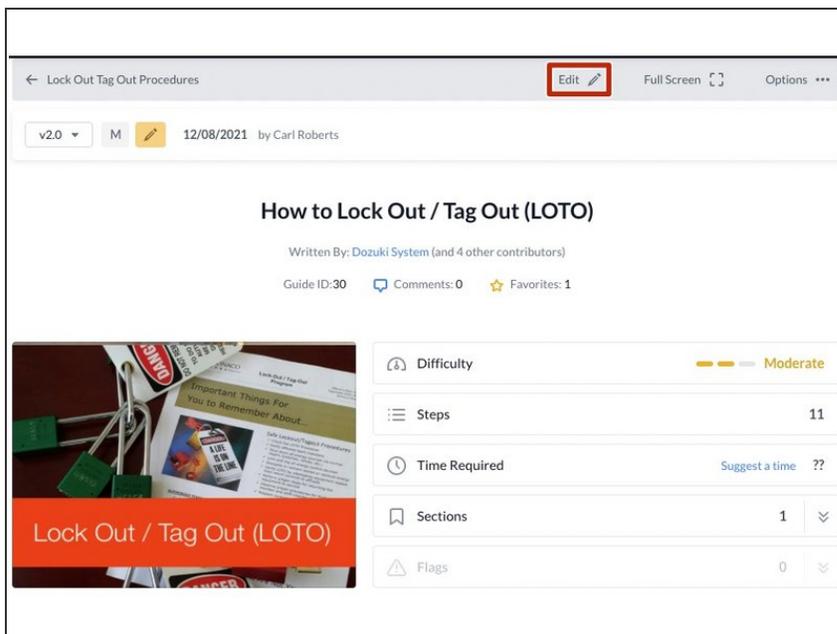


## Step 1 — How to Archive a Guide



- Navigate to the guide that you want to archive.

## Step 2



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

## Step 3

← Lock Out Tag Out Procedures

**Introduction** Details Guide Steps Approval Process

What type of guide is this?  
How-to

Location (Category Name)  
Lock Out Tag Out Procedures

Guide Title  
How to Lock Out / Tag Out (LOTO)

Search Summary  
Summarize in a sentence or two what this guide will accomplish.

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

## Step 4

Introduction

B I </> [Rich Text Editor Icons]

**Responsibility**  
Authorized Machine Operators

**Requirements**  
This procedure shall be followed when a team member places a part of their body into an area that contains moving parts while cleaning, repairing, inspecting, etc.  
*When in doubt lock it out!*

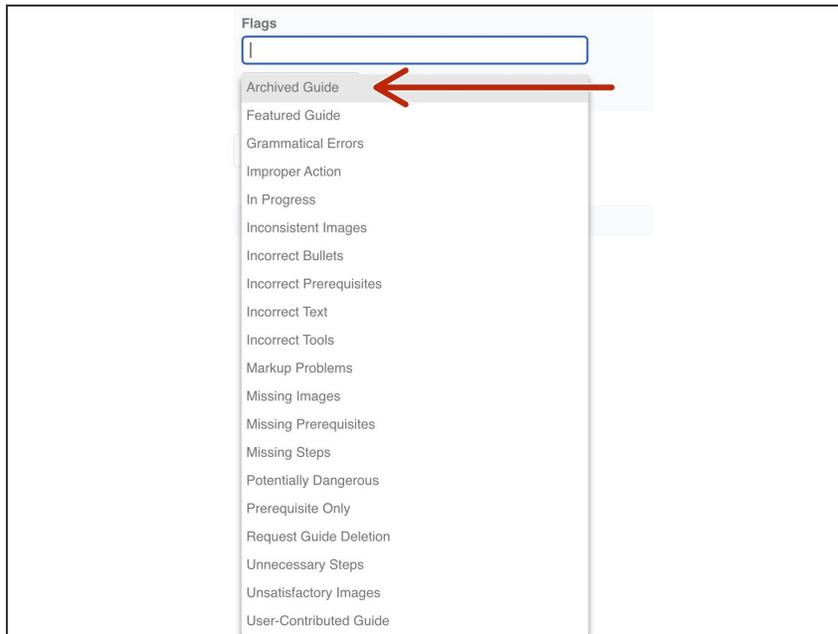
**Flags**  
Click to list available flags...

Bulk-create steps

Delete Guide Save

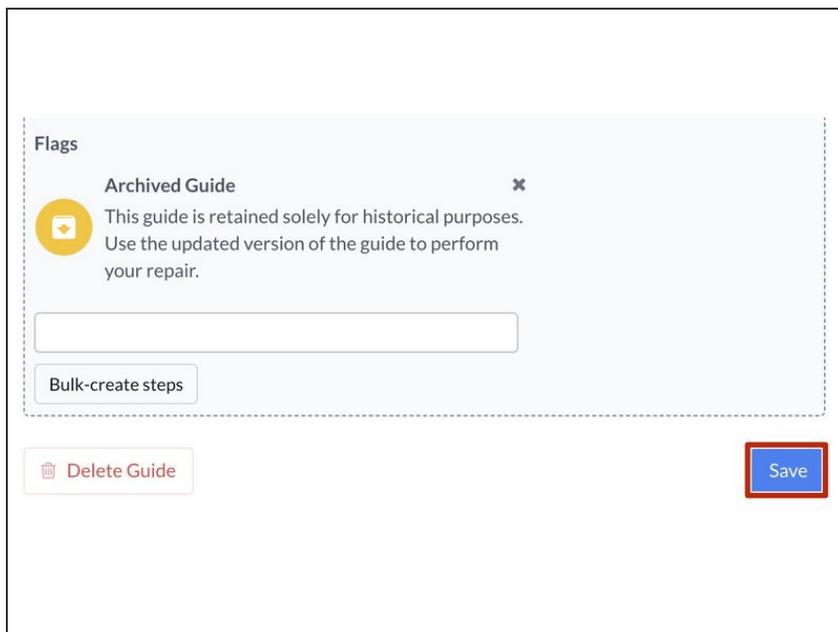
- ① The **Flags** drop-down menu is at the bottom of the page.
- Click in the **Flags** field to view the available flags.

## Step 5



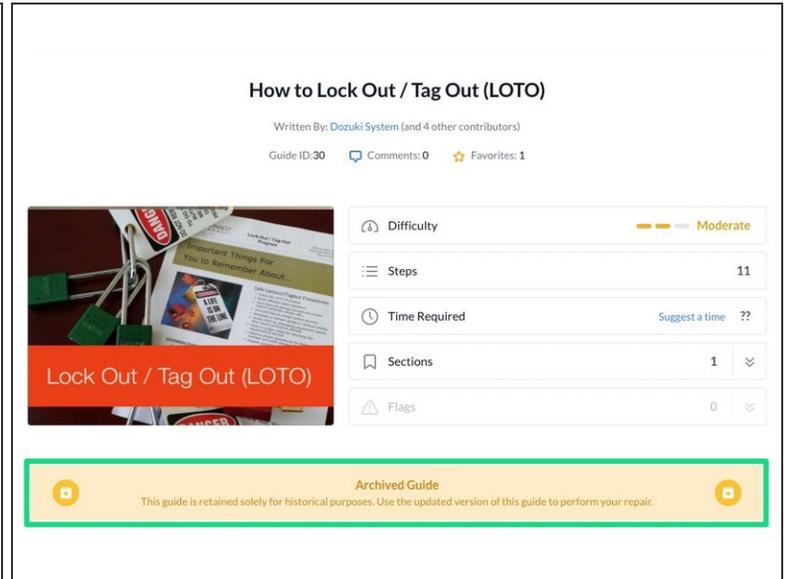
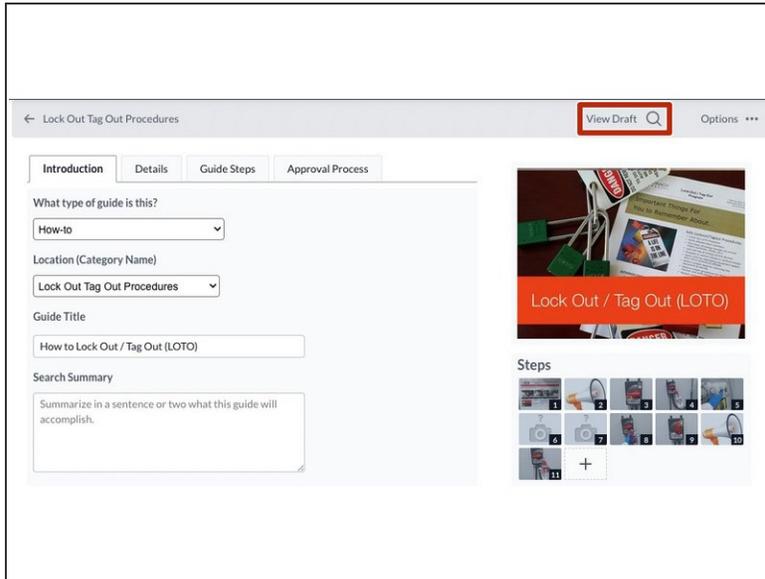
- Select **Archived Guide** from the **Flags** drop-down menu.

## Step 6



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

## Step 7



- 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.
- ① For Admins and Authors, an archived guide will show up in a search. Only admins and authors can view an archived guide.
- ① A standard user cannot see archived guides in a search, nor can they view an archived guide.

## Step 8

DRAFT Create Release

### How to Lock Out / Tag Out (LOTO)

Written By: [Dozuki System](#) (and 4 other contributors)

Guide ID:30 Comments: 0 Favorites: 1

**Difficulty** Moderate

**Steps** 11

**Time Required** Suggest a time ??

**Sections** 1

**Flags** 0

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

- ✦ 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](#).