Auto-Archive Projects

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What is Auto-Archive?

If enabled, projects that are saved with a 'Closed' project status will be automatically archived according to the interval chosen in Account Settings. We highly recommend taking advantage of this feature in order to maintain a decluttered project workspace.

Enabling Auto-Archive

To enable auto-archive, navigate to **Account > Account Settings > Customize > Project Options.**

You have a choice of two global auto-archival intervals:

1. Auto-archive at the end of the **business day**
2. Auto-archive at the end of the **business week**