Avid Archive-Restore

**Archive:**

1. In Interplay Access right click the project you would like to archive and select "Move To"

   ![Interplay Access screenshot](image)

1. Under Catalogs Select "1_Archive"

   ![Move to screenshot](image)

1. The project will now archive.

**Restore:**

1. From Interplay Access expand catalog
2. Select "3_Fished projects" select your project from the appropriate archive folder
1. Move the project you would like to restore to the “2_Restore” folder.

1. Notify SOM IT that you have submitted an Avid project for restore by emailing somit@yale.edu (This will alert SOMIT to verify if a tape is needed for restore)

1. Once complete restored files should be online. You can then move restored project from “2_Restore” folder to your department's projects folder. The Process is now complete.