

Creating User Cycle Archives

1. Press **Menu Select** hardkey
2. Press **Services** horizontal softkey
3. Press **Data Out** horizontal softkey
4. Using the arrow keys, move to User-cycles (the source directory for the files being copied). You can also single click onto the directory name

Note: If you select only the directory name, you will create an archive containing all the files within that directory. You can also press **Enter** to open the directory (or double click the directory name) and select single or multiple files to add to your archive.

5. Press **Archive** softkey
6. In the Archive drop box (which should be highlighted) input the name of your archive. Normally this should be USERCY####, replacing the # with the current date (example USERCY052709)
7. Press **Enter**
8. Press **Start** softkey

Note: This procedure creates an archive on your control's hard drive. To save a copy to an external source (which is **highly** recommended) refer to procedure OP-104-3400All-840DI-A-Copying Data from Control to External Sources.

End of Procedure