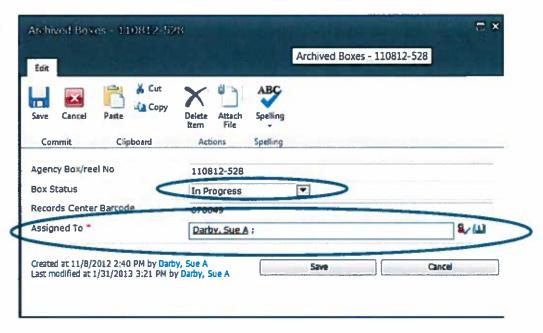Choose a box to transfer

Go to Edit Item

Change the box Status to "Ready to Be Archived"

Provider Certification Archiving Procedure 4-2013