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## Archive process instance

An instance can be archived with this menu item of the context menu. If an instance is archived, it is not active and also not shown in the list of the instances anymore . Terminated instances can be archived to ensure the overview of running instances. The tasks of an archived instance are also canceled and are no longer in the lists of the tasks visible. An archived instance is removed from the active use.

A list with all archived instances exists in the [Processmanager Client](#) (see element 4). All menu items of the [Context menu](#) can be still used, except for the item **archive** because the instance is already archived.

Archived instances can be used as a [template](#) for a new instance.



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