Form Builder Direct Archive (Clinical Form Management)

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Before building your form, we recommend reviewing Best Practices for Building Custom Forms to help users maximize the utilization of the clinical notes feature.

DrChrono has created an easier way to archive, and locate archived and unarchive forms with just a few clicks. See how below:

There are (2) ways to archive a form via Clinical Form Management.

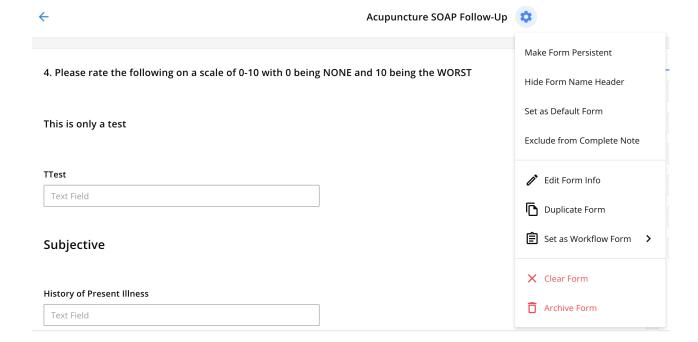
From the form list

- 1. Navigate to Clinical > Clinical Form Management
- 2. Locate the form from the list (on the left)
- 3. Click the icon under the Action column
- 4. Click Archive Form



From the edit option

- 1. Navigate to Clinical > Clinical Form Management
- 2. Locate the form from the list (on the left)
- 3. Click the pencil icon to edit the form (on the right)
- 4. Click the gear icon located beside the name of the form
- 5. Click archive form



Locating archived forms

- 1. Navigate to Clinical > Archive (beta)
- 2. Action column
- 3. Unarchive or search unlocked notes associated with the archived form
- 4. Pop-up will appear confirming form has been restored

