

# Archive Offices

Last modified on 06/16/2026 3:50 pm EDT



When you archive an office, all appointments associated with that office are archived as well. If you'd like to keep those appointments active, transfer them to another office before archiving. Archiving is not permanent. You can undo it at any time to restore the office and its appointments.

## Archive an office

1. Select **Account > Practice Management > General Management > Offices**.
2. Select **More actions** **...** and select **Archive**.

The screenshot shows the 'Offices' management page. At the top right is an 'Add Office' button. Below it are two tabs: 'Active 3' and 'Archived 0'. A search bar is labeled 'Search by office name'. The main table has columns: Office, Facility Code, Exam Room, Telehealth, Online Schedule, and Action. Two rows are visible: 'Primary Office' and 'North Office'. The 'North Office' row has a 'More actions' dropdown menu open, with options: History, Share Office Link, Preview Office Schedule, and Archive (highlighted with a red arrow).

Office	Facility Code	Exam Room	Telehealth	Online Schedule	Action
Primary Office 123 Anywhere St, Anywhere, CA 00000 Hannah Provider   +1 213-555-5555	11 - Office	4 rooms	<input checked="" type="checkbox"/>	New and existing patients all appointments	View <b>More actions</b>
North Office 123 North Anywhere St, Anycity, CO 00000 Hannah Provider   720-555-5555	11 - Office	4 rooms	<input type="checkbox"/>	None but visible to patients	History Share Office Link Preview Office Schedule Archive

3. Select **Archive Office** to confirm the archive.

The office has been moved to the archived list. Select **Unarchive** to reactivate the group.

Select **History** to view the office's change history.

The screenshot shows the 'Offices' management page after archiving. The 'Active' tab now shows '2' and the 'Archived' tab shows '1'. The 'North Office' is now listed in the 'Archived' state. The 'Action' column for this row contains 'History' and 'Unarchive' buttons.

Office	Facility Code	Exam Room	Telehealth	Online Schedule	Action
North Office 123 North Anywhere St, Anycity, CO 00000 Hannah Provider   720-555-5555	11 - Office	4 rooms	<input type="checkbox"/>	None but visible to patients	History Unarchive

## Office History - North Office



Date/Time	User	Description
04/15/2026, 1:15 PM	System	deleted_flag from False to True
04/10/2026, 11:07 AM	System	city from Anywhere to Anycity
04/10/2026, 11:06 AM	System	office_phone from 720-111-1111 to 720-555-5555 state from CA to CO address from 123 North St to 123 North Anywhere St
04/09/2026, 5:56 PM	System	exam_room_2_name from Exam 2 to Exam Room 2 exam_room_3_name from Exam 3 to Exam Room 3 exam_room_1_name from Exam 1 to Exam Room 1 exam_room_4_name from Exam 4 to Exam Room 4