Archive Offices

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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**.
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.



