# Form Builder Direct Archive (Form Builder - beta)

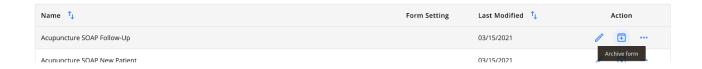
Last modified on 10/16/2024 3:31 pm EDT

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 the Form Builder (beta).

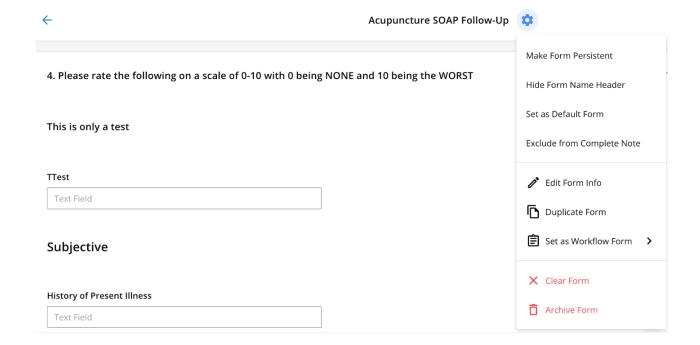
### From the form list

- 1. Navigate to Clinical > Form Builder (beta)
- 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 > Form Builder (beta)
- 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**

To find archived forms associated with unlocked notes or to unarchive a form, navigate to Clinical > Archive (Beta).



Click the article to learn more about Best Practices for Building Custom Forms, designed to help you maximize the clinical notes feature.