

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

Name 	Form Setting	Last Modified 	Action
Acupuncture SOAP Follow-Up		03/15/2021	  
Acupuncture SOAP New Patient		03/15/2021	  

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



4. Please rate the following on a scale of 0-10 with 0 being NONE and 10 being the WORST

This is only a test

TTest

Text Field

Subjective

History of Present Illness


Text Field

Make Form Persistent

Hide Form Name Header

Set as Default Form

Exclude from Complete Note

 Edit Form Info

 Duplicate Form

 Set as Workflow Form >

 Clear Form

 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.