

Form Builder Direct Archive (Form Builder - beta)

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Body paragraph. Use the paragraph style for introductory text.

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

How to locate archived forms to (1) locate unlocked notes associated with the form OR (2) to unarchive the form.

1. Navigate to Clinical > Archive (beta)

