

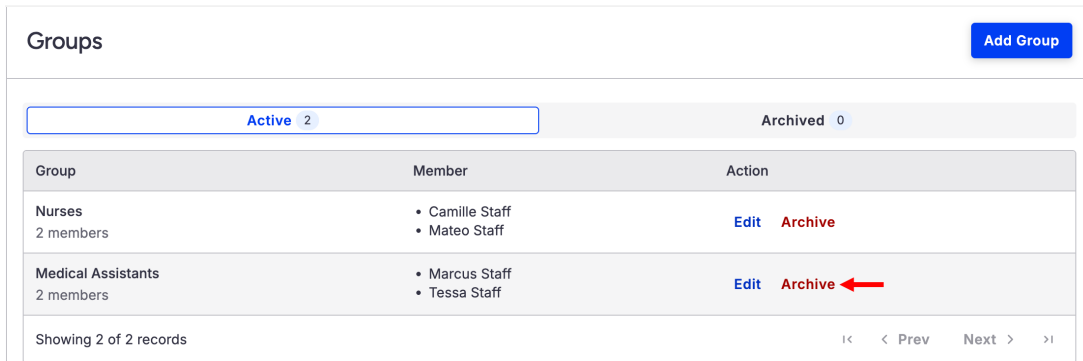
Archive Groups

Last modified on 05/15/2026 6:36 pm EDT

You can archive a group from the **Groups** page.

Archive a group

1. Select **Account > Practice Management > General Management > Groups**.
2. Select **Archive** for a specific group.



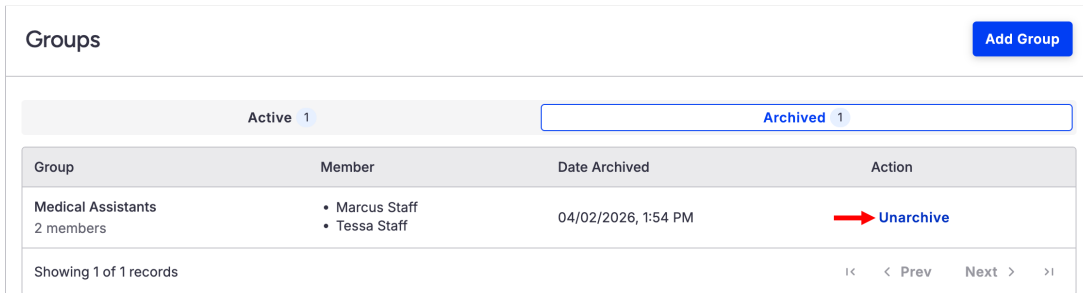
The screenshot shows the 'Groups' page with an 'Add Group' button in the top right. Below the header, there are two tabs: 'Active 2' (selected) and 'Archived 0'. A table lists the active groups:

Group	Member	Action
Nurses 2 members	<ul style="list-style-type: none">• Camille Staff• Mateo Staff	Edit Archive
Medical Assistants 2 members	<ul style="list-style-type: none">• Marcus Staff• Tessa Staff	Edit Archive ←

Showing 2 of 2 records. Navigation: << < Prev Next > >>

2. Select **Archive Group** to confirm the archive.

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



The screenshot shows the 'Groups' page with the 'Active 1' tab selected and the 'Archived 1' tab highlighted. The table now shows the archived group:

Group	Member	Date Archived	Action
Medical Assistants 2 members	<ul style="list-style-type: none">• Marcus Staff• Tessa Staff	04/02/2026, 1:54 PM	→ Unarchive

Showing 1 of 1 records. Navigation: << < Prev Next > >>