

Archive Groups

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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 a header 'Groups' and an 'Add Group' button. Below the header, there are two tabs: 'Active 2' (selected) and 'Archived 0'. A table lists the groups:

Group	Member	Action
Nurses 2 members	• Camille Staff • Mateo Staff	Edit Archive
Medical Assistants 2 members	• Marcus Staff • Tessa Staff	Edit Archive ←

Showing 2 of 2 records

3. 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' tab at 1 and the 'Archived' tab at 1 (selected). The table lists the archived group:

Group	Member	Date Archived	Action
Medical Assistants 2 members	• Marcus Staff • Tessa Staff	04/02/2026, 1:54 PM	→ Unarchive

Showing 1 of 1 records