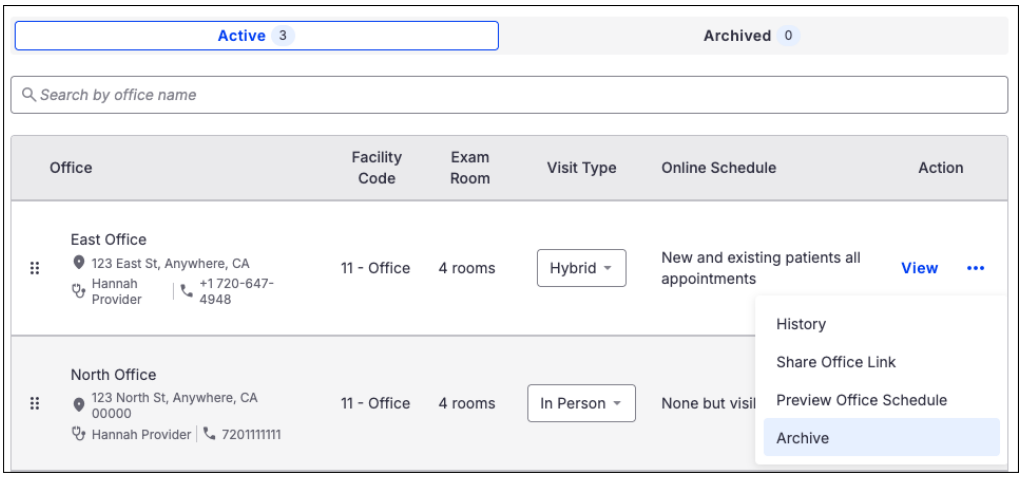
Archive Offices - Beta

Last modified on 11/09/2026 2:38 pm EST

When you archive an office, you also archive all appointments associated with it. If you'd like to keep those appointments active, transfer them to another office before archiving. Archiving is not permanent. You can unarchive it at any time to restore the office and its appointments.

Archive an office

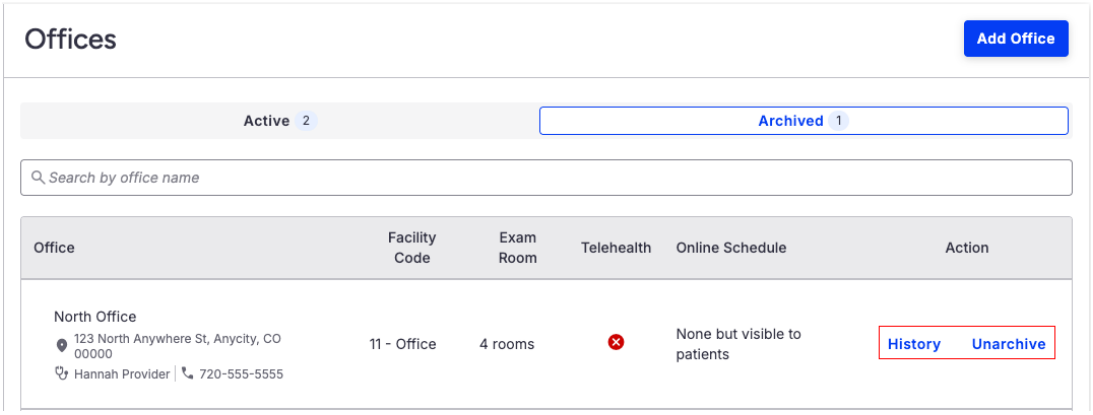
1. Select **Account** > **Practice Management** > **General Management** > **Offices**.
2. Select **More actions** ••• and select **Archive**.

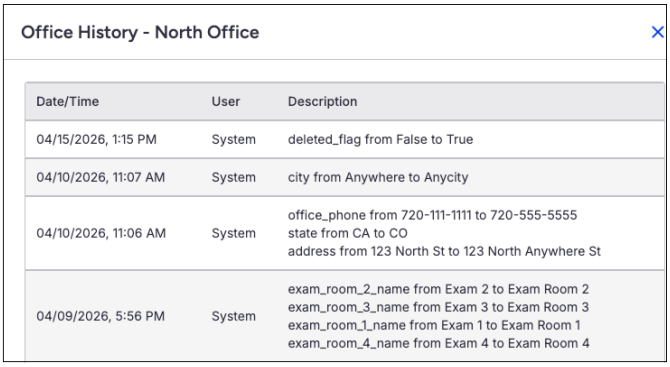


3. Select **Archive Office** in the confirmation window to confirm the archive.

   The office has been moved to the archived list.

Select **Unarchive** to reactivate the group.
Select **History** to view the office's change history.




Office History - North Office
Date/Time
User
Description
04/15/2026, 1:15 PM
System
deleted_flag from False to True
04/10/2026, 11:07 AM
System
city from Anywhere to Anycity
04/10/2026, 11:06 AM
System
office_phone from 720-111-1111 to 720-555-5555
state from CA to CO
address from 123 North St to 123 North Anywhere St
04/09/2026, 5:56 PM
System
exam_room_2_name from Exam 2 to Exam Room 2
exam_room_3_name from Exam 3 to Exam Room 3
exam_room_1_name from Exam 1 to Exam Room 1
exam_room_4_name from Exam 4 to Exam Room 4