

Archive a location

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Overview

Conditions for Archiving a Location

Must not be the default Medicare transaction location

Must not have a bank account record

Must not have any calendar sessions or types

Must not have any appointments

Must not have a service location with provider numbers

Must not have a calendar session attached to the service location

You must have System administration permissions to complete this task: XXXX

Archive and restore an location

1. Archive a location

1. Select **administration** from top right icon
2. Select **Locations** from left section
3. From the location overview screen, click **Archive**
4. The archived location will be moved to archive section

2. Restore an archived location

1. Select **administration** from top right icon
2. Select **Locations** from left section
3. Click **Archived** from the second option from the top banner
4. Then you will go into archived screen, click any location with **restore**, and they will back to normal location screen.

Locations	
Field	Description
Name	The name of the location you have created
Description	The detailed information you have given to specific location