

# How to archive a Group?

This guide provides a straightforward process for archiving and managing groups, making it an essential resource for anyone looking to organize their group lists efficiently. By following the steps outlined, users can easily identify and archive groups no longer in use, as well as retrieve them when needed. Overall, this guide simplifies group management and enhances organizational efficiency.

1 Navigate to GO URL and open the Groups Page.

The screenshot shows a web application interface with a top navigation bar containing icons for home, calendar, and a highlighted group icon. The user is logged in as 'Admin User'. Below the navigation bar is a 'Bookings' section with a search bar and a table. The table has the following data:

NAME	VOYAGE	LOCATION	DAY	VENUE	MARKERS	DATE	TIME	STATUS
okok	COZUMEL 09	Miami	1	Reception, Tour Desk	No markers	1/13/2025	06:00 - 07:00	A
Automation Booking	COZUMEL 09	At Sea	2	Sports Court	No markers	1/14/2025	18:00 - 19:00	P

## 2 Click "Groups"

The screenshot shows the 'Groups' tab selected. The sidebar on the left includes a logo, the text 'The Avenir', and buttons for '+ New Booking' and 'Export Bookings'. Below these are filter options: 'Filter Presets', 'Multi property', and 'DATES' with a date '01/13/2025'. The main content area has a search bar 'Search by booking or party name...' and a table with the following data:

GROUP	NAME	VOYAGE	LOCATION	DAY
Lucas test team 010101010	okok	COZUMEL 09	Miami	1
Automation Group (archived)	Automation Booking	COZUMEL 09	At Sea	2

## 3 In the "Search by party name..." field, enter the name of the group you'd like to archive.

The screenshot shows the 'Groups' tab selected. The sidebar on the left includes a logo, the text 'The Avenir', and buttons for '+ New Group' and 'Export Groups'. Below these are filter options: 'Show Archived' and 'FIELDS' with checkboxes for 'Name', 'Id', and 'Type'. The main content area has a search bar 'Search by party name...' and a table with the following data:

NAME	ID	TYPE	CONTACT	GUESTS
Lucas test team 3.0	1212214213	--	Lucas Marco Marcola	10
Lucas test team 2.0 the return	123456	--	Lucas Marco	5
asd	--	--	--	1
Lucas test team	010101010	Meeting	Lucas	1

4 Click the **Archive** icon in the Actions column to archive the selected group.

Bookings

	TYPE	CONTACT	GUESTS	SALES OFFICE	EMBARK	DEBARK	ACTIONS
	--	test	1	--	--	--	 
	--	Ronnie Farzad	--	--	--	--	 
	--	--	--	--	--	--	 
010	Meeting	Lucas	1	Test	--	--	 
	--	--	1	--	--	--	 
		Paula	1				 

5 To view archived groups, click on "**Show Archived**".

The Avenir ▾

+ New Group

Export Groups

Filters

Show Archived

FIELDS

Name

Id

Type

Contact

Guests

Tour Leader

TL Cabin / Booking No.

Test -				
NAME	ID	TYPE	CONTACT	GUESTS
Test Group	12345	--	Ronnie Farzad	--
Test Group	--	--	--	--
Lucas test team	010101010	Meeting	Lucas	1
Paula's Test 2	--	--	--	1
Paula's TEST Group	--	--	Paula	1
Group Test 1	--	Meeting	--	70
Lucas test team	1212214212	--	Lucas Marco	10

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Archived groups will be displayed with the word "archived" in parentheses, as shown in the example below.

NAME	ID	TYPE	CONTACT	GUESTS
Test - Joana (archived)	--	--	test	1
Test Group	12345	--	Ronnie Farzad	--
Test Group	--	--	--	--
Lucas test team	010101010	Meeting	Lucas	1
Paula's Test 2	--	--	--	1

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To unarchive a group, click the **Unarchive** icon in the Actions column.

NAME	ID	TYPE	CONTACT	GUESTS	SALES OFFICE	EMBARK	DEBARK	ACTIONS
Test - Joana (archived)	--	--	test	1	--	--	--	
Test Group	12345	--	Ronnie Farzad	--	--	--	--	 
Test Group	--	--	--	--	--	--	--	 
test	--	--	--	--	--	--	--	 
test	--	--	--	--	--	--	--	 
Lucas test team	010101010	Meeting	Lucas	1	Test	--	--	 
Paula's Test 2	--	--	--	1	--	--	--	 