

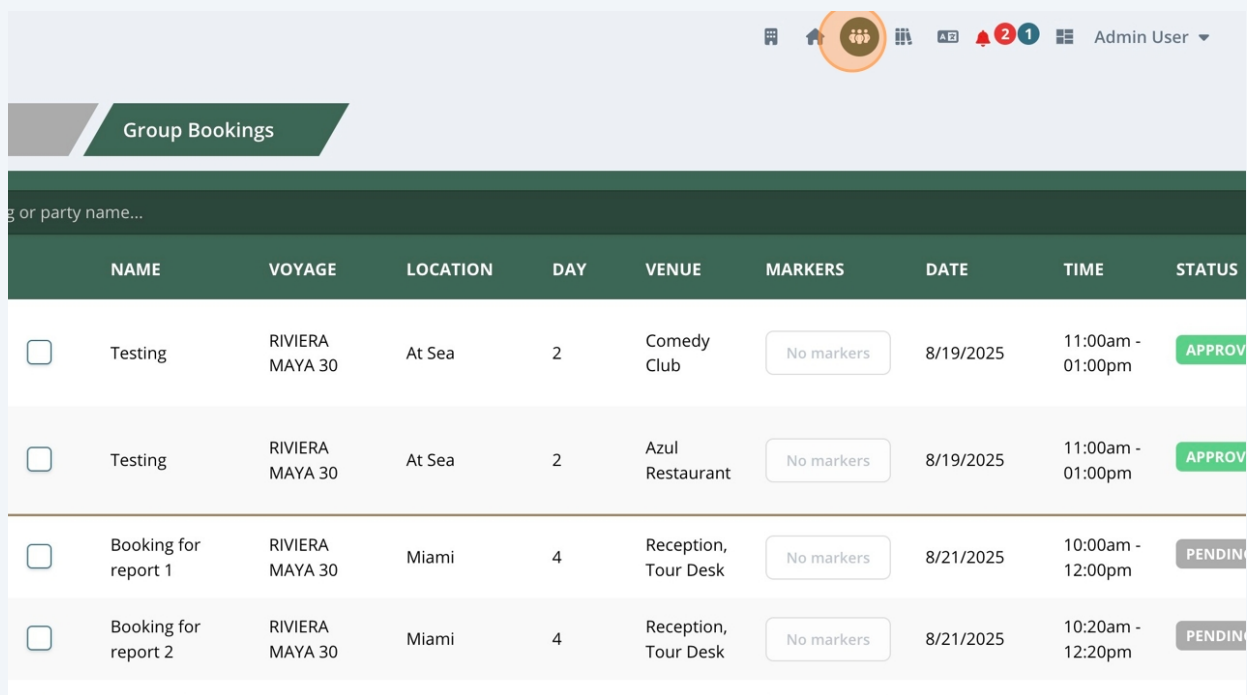
How to archive a Group?

This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/How to archive a Gr...](https://scribehow.com/embed-preview/How%20to%20archive%20a%20Gr...)

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.



	NAME	VOYAGE	LOCATION	DAY	VENUE	MARKERS	DATE	TIME	STATUS
<input type="checkbox"/>	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club	No markers	8/19/2025	11:00am - 01:00pm	APPROVED
<input type="checkbox"/>	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant	No markers	8/19/2025	11:00am - 01:00pm	APPROVED
<input type="checkbox"/>	Booking for report 1	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	No markers	8/21/2025	10:00am - 12:00pm	PENDING
<input type="checkbox"/>	Booking for report 2	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	No markers	8/21/2025	10:20am - 12:20pm	PENDING

2 Click "Groups"

The screenshot shows the 'Group Bookings' interface. The 'Groups' tab is highlighted with an orange circle. The sidebar on the left includes a logo, a dropdown menu 'The Avenir', and buttons for 'New Group Booking', 'Export Group Bookings', and 'Export Report'. Below these are filter options: 'Filter Presets', 'Multi property', and 'DATES' with date ranges '2025-07-30' and '2026-01-26'. The main table has columns: GROUP, NAME, VOYAGE, LOCATION, DAY, VENUE, and M. The table contains several rows of booking data.

GROUP	NAME	VOYAGE	LOCATION	DAY	VENUE	M
Test - Joana 4875	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club	
	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant	
Lucas test team 3.0 1212214213	Booking for report 1	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	
	Booking for report 2	RIVIERA MAYA 30	Miami	4	Reception, Tour Desk	
	Booking for	RIVIERA			Reception	














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

The screenshot shows the 'Groups' interface. The 'Search...' field is highlighted with an orange circle. The sidebar on the left includes a logo, a dropdown menu 'The Avenir', and buttons for 'New Group' and 'Export Groups'. Below these are filter options: 'Show Archived', 'FIELDS' with checkboxes for 'Name', 'Id', 'Type', 'Contact', 'Guests', and 'Tour Leader'. The main table has columns: NAME, ID, TYPE, CONTACT, GUESTS, SALES OFFICE, and EMBARK. The table contains several rows of group data.

NAME	ID	TYPE	CONTACT	GUESTS	SALES OFFICE	EMBARK
TEST GROUP Saturday	--	--	--	1	--	--
Lucas test team 3.0	1212214213	--	Lucas Marco Marcola	10	--	2024-12-10
Lucas test team 2.0 the return	123456	--	Lucas Marco	5	Xxxx-xx	2024-12-06
asd	--	--	--	1	--	--

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

Group Bookings

ID	TYPE	CONTACT	GUESTS	SALES OFFICE	EMBARK	DEBARK	
--	Meeting	--	70	--	--	--	
--	--	--	--	--	--	--	 
--	--	--	--	--	--	--	 
--	--	--	--	--	--	--	 
--	--	--	--	--	--	--	 
--	--	--	--	--	--	--	 
--	--	--	--	--	--	--	 

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

Groups Group Bookings

The Avenir ▾

+ New Group

Export Groups

Filters

☒ Show Archived

FIELDS

☒ Name

☒ Id

☒ Type

☒ Contact

☒ Guests

☐ Tour Leader

☐ TL Cabin / Booking No.

☒ Sales Office

☒ Embark

NAME	ID	TYPE	CONTACT	GUESTS	SALES OFFICE	EMBARK
z	--	--	--	--	--	--
ggg	--	--	--	--	--	--
Group Test 1 (archived)	--	Meeting	--	70	--	--
Spark Group	--	--	--	--	--	--
test	--	--	--	--	--	--
Group Troop (archived)	--	--	--	--	--	--
Demo	--	--	--	--	--	--

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

The Avenir ▾

+ New Group

Export Groups

Filters

☒ Show Archived

FIELDS

☒ Name

☒ Id

☒ Type

☒ Contact

☒ Guests

Groups Bookings

Test -

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.

Admin User ▾

Groups Bookings

test -

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	--	--	--	