

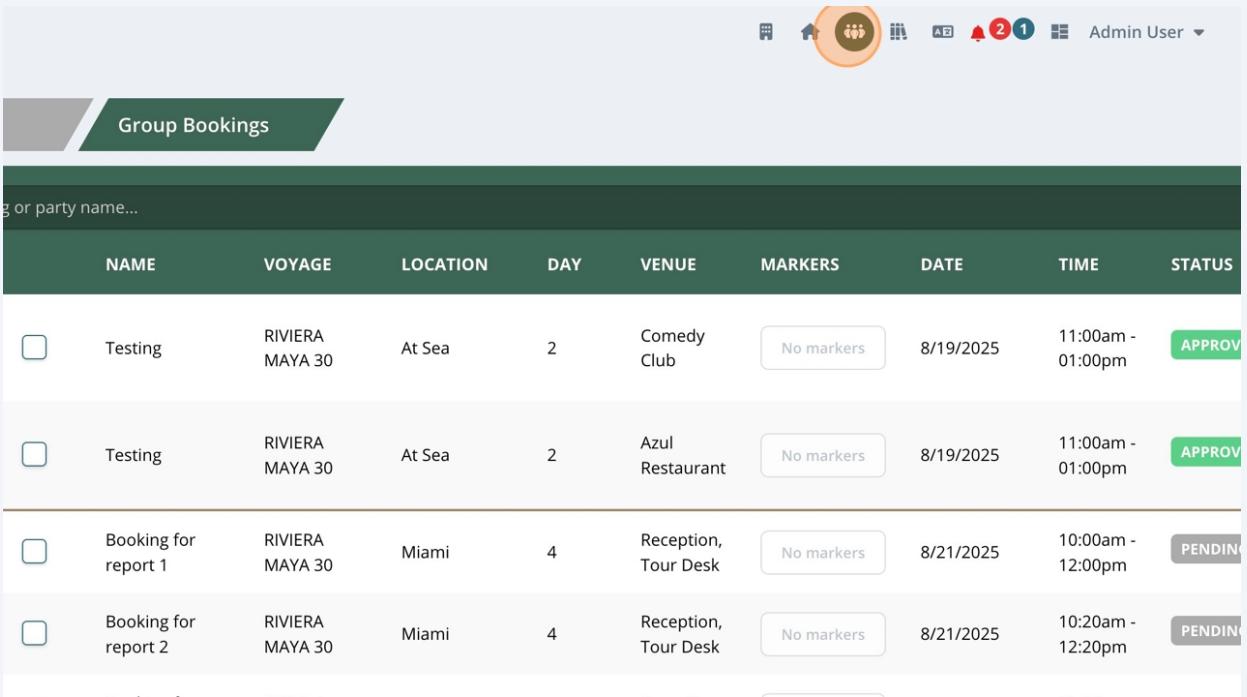
How to archive a Group?

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

scribehow.com/embed-preview/How to archive a Gr...

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

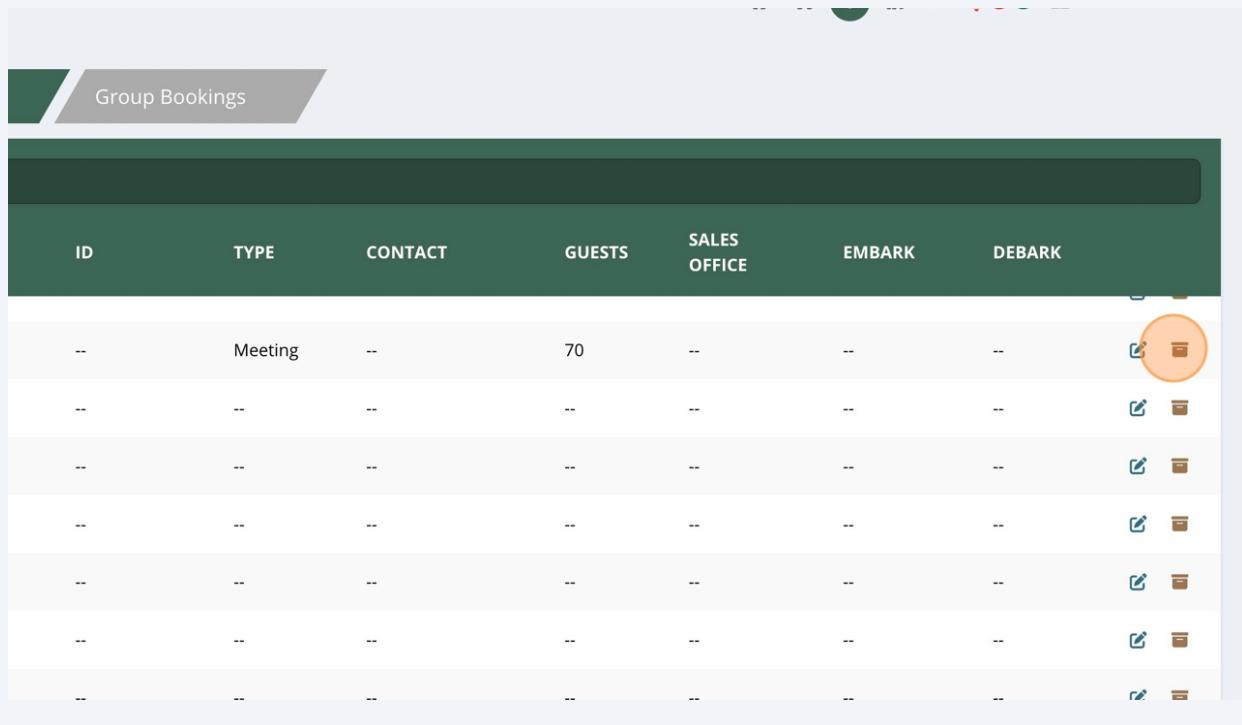
2 Click "Groups"

GROUP	NAME	VOYAGE	LOCATION	DAY	VENUE	M
Test - Joana 4875	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club	
Lucas test team 3.0 1212214213	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant	
	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.

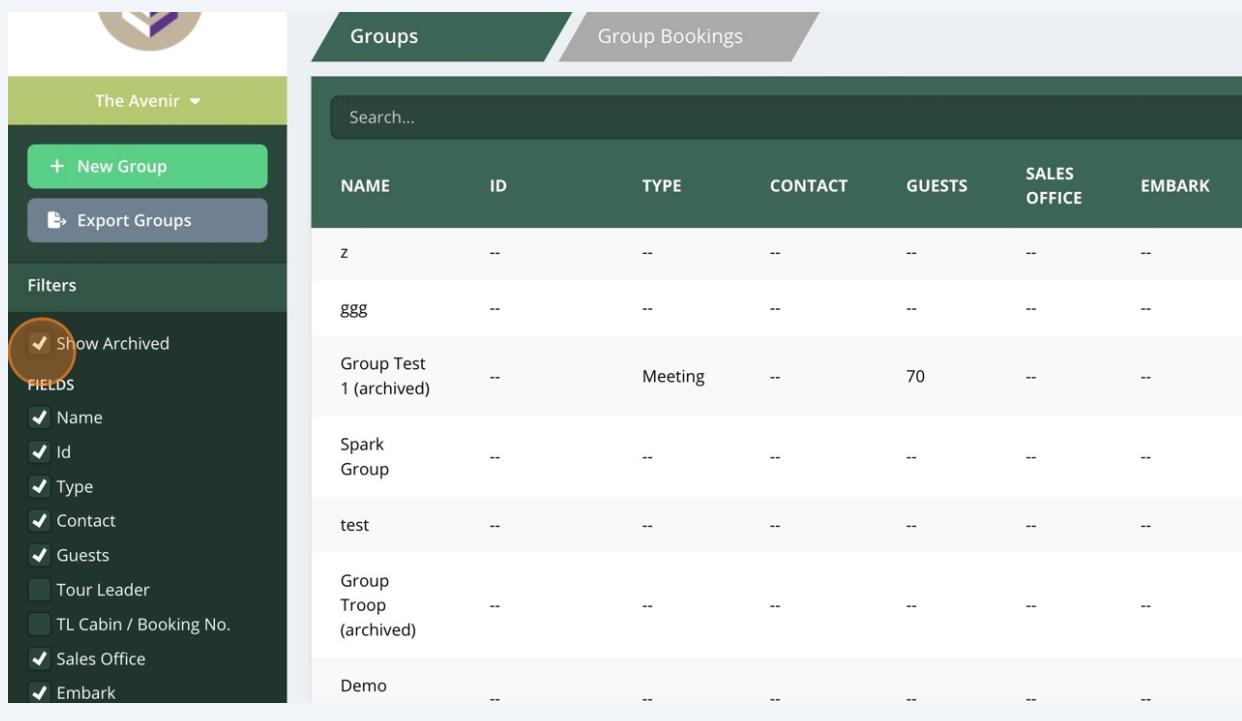
NAME	ID	TYPE	CONTACT	GUESTS	SALES OFFICE	EMBARK
TEST GROUP Saturday	--	--	--	1	--	--
Lucas test team 3.0	1212214213	--	Lucas Marco Marcola	10	--	2024-12-10
Lucas test team 2.0 the return	123456	--	Lucas Marco	5	Xxxx-xx	2024-12-06
asd	--	--	--	1	--	--

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



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

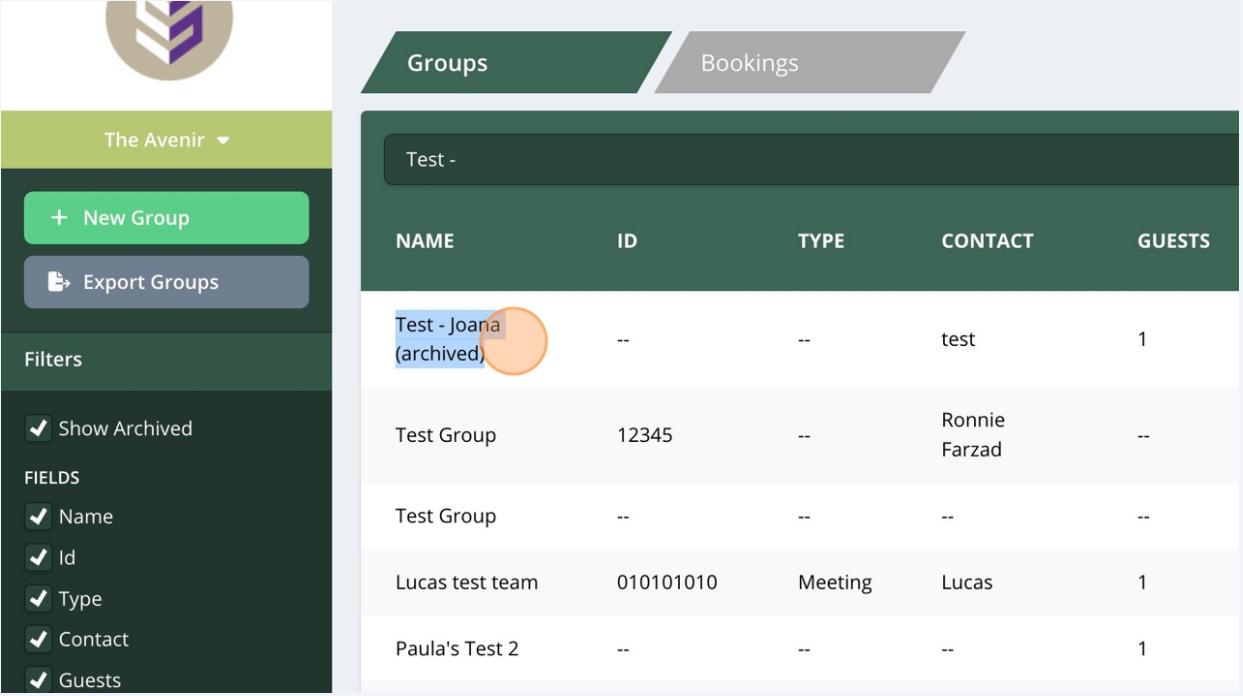
5 To view archived groups, click on "**Show Archived**".



Groups		Group Bookings				
		Search...				
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.

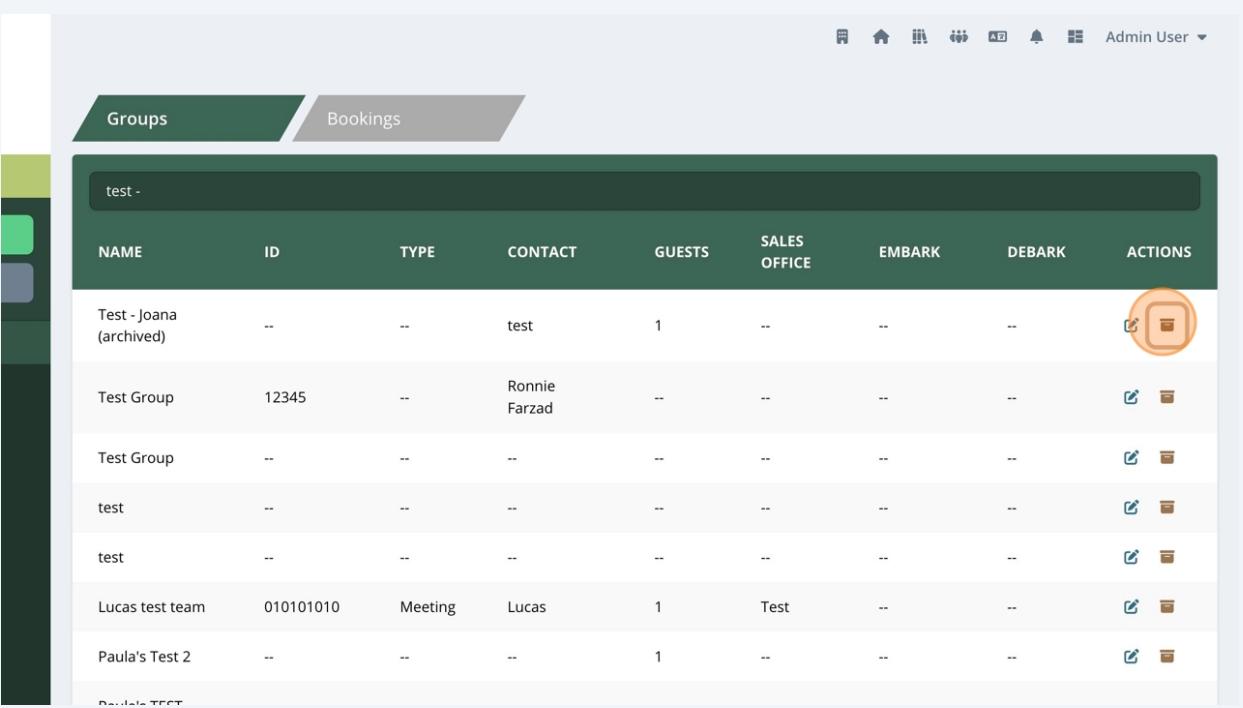


The screenshot shows the Groups page of a software application. On the left, there is a sidebar with a logo, a dropdown menu for 'The Avenir', and buttons for 'New Group' and 'Export Groups'. Below these are 'Filters' and a list of checked fields: Name, Id, Type, Contact, and Guests. The main content area has tabs for 'Groups' and 'Bookings', with 'Groups' selected. A search bar contains the text 'Test -'. The table below has columns: NAME, ID, TYPE, CONTACT, and GUESTS. The first row shows 'Test - Joana (archived)' with an orange circle highlighting the '(archived)' text. Other rows include 'Test Group', 'Lucas test team', and 'Paula's Test 2'.

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.



The screenshot shows the Groups page with a sidebar containing three colored squares (green, blue, and red). The main content area has tabs for 'Groups' and 'Bookings', with 'Groups' selected. A search bar contains the text 'test -'. The table below has columns: NAME, ID, TYPE, CONTACT, GUESTS, SALES OFFICE, EMBARK, DEBARK, and ACTIONS. The first row shows 'Test - Joana (archived)' with an orange circle highlighting the 'Unarchive' icon in the 'Actions' column. Other rows include 'Test Group', 'Lucas test team', and 'Paula's Test 2'.

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	--	--	--	 