


How to Archive a Session Group

If a Session Group record is no longer in regular use, you may choose to archive this. Archiving hides the record from the front page of the Session Group area, without removing the data from the account. Archived records continue to appear in reports and can be restored at any time.

To archive a Session Group on Views:

- Hover over **Work** and select **Session Groups**
- Find the **Session Group** you wish to archive and click on the **Archive** icon on the right-hand side 
- Click **Ok** to confirm