Views

How to Archive a Contact Record

There may be Contact records in your account that no longer need to be accessed regularly. The archive tool allows users to hide these records, without removing the data. Archived records continue to appear in reports and can be restored at any time.

To archive a Contact record:

- Hover over **Contacts** and select the relevant database, such as **Participants** | Contacts 👤 |
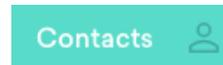
- Search for the record using the **Search** box | Search: |

- Click on the **Archive** icon to the right of the record   ⤓

- Click **OK** to confirm