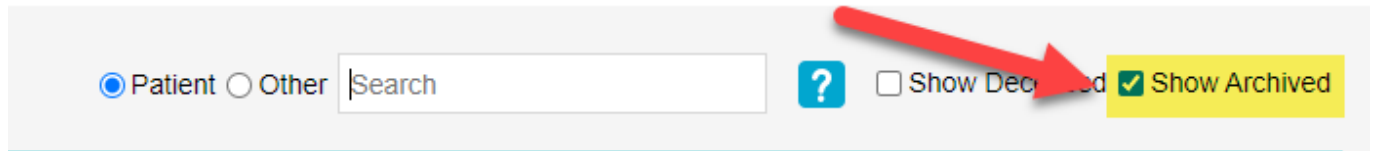


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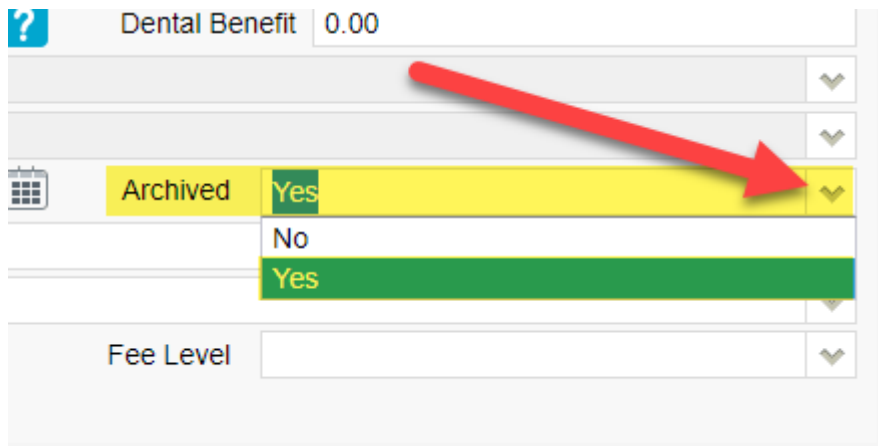
Patient Archive

Archived patients are now hidden by default on the patient list. Users are able to show **Archived** patients by clicking on the tick box called **Show Archived** to the right of the **Search** field.



The screenshot shows the top of the patient list interface. On the left, there are radio buttons for 'Patient' (selected) and 'Other'. Next to them is a search input field. To the right of the search field is a blue question mark icon. Further right is a checkbox labeled 'Show Archived' which is checked, highlighted in yellow, and pointed to by a red arrow. To its left is a partially visible checkbox labeled 'Show Deleted'.

To mark/unmark a patient as **Archived** go to **Patient Details > Edit > Archived** (found under the **Other Information** section) > Yes/No > Save



The screenshot shows the 'Archived' dropdown menu in the patient details section. The menu is open, showing three options: 'Yes' (highlighted in yellow), 'No', and 'Yes' (highlighted in green). A red arrow points to the 'Yes' option in the yellow highlight. Above the dropdown is a 'Dental Benefit' field with a value of '0.00'. Below the dropdown is a 'Fee Level' field.

For previous updates, please visit <https://wiki.fydo.cloud/updates-clinic>